University of Zurich[UZH]

IT Services

OLAT 7.8 - User Manual

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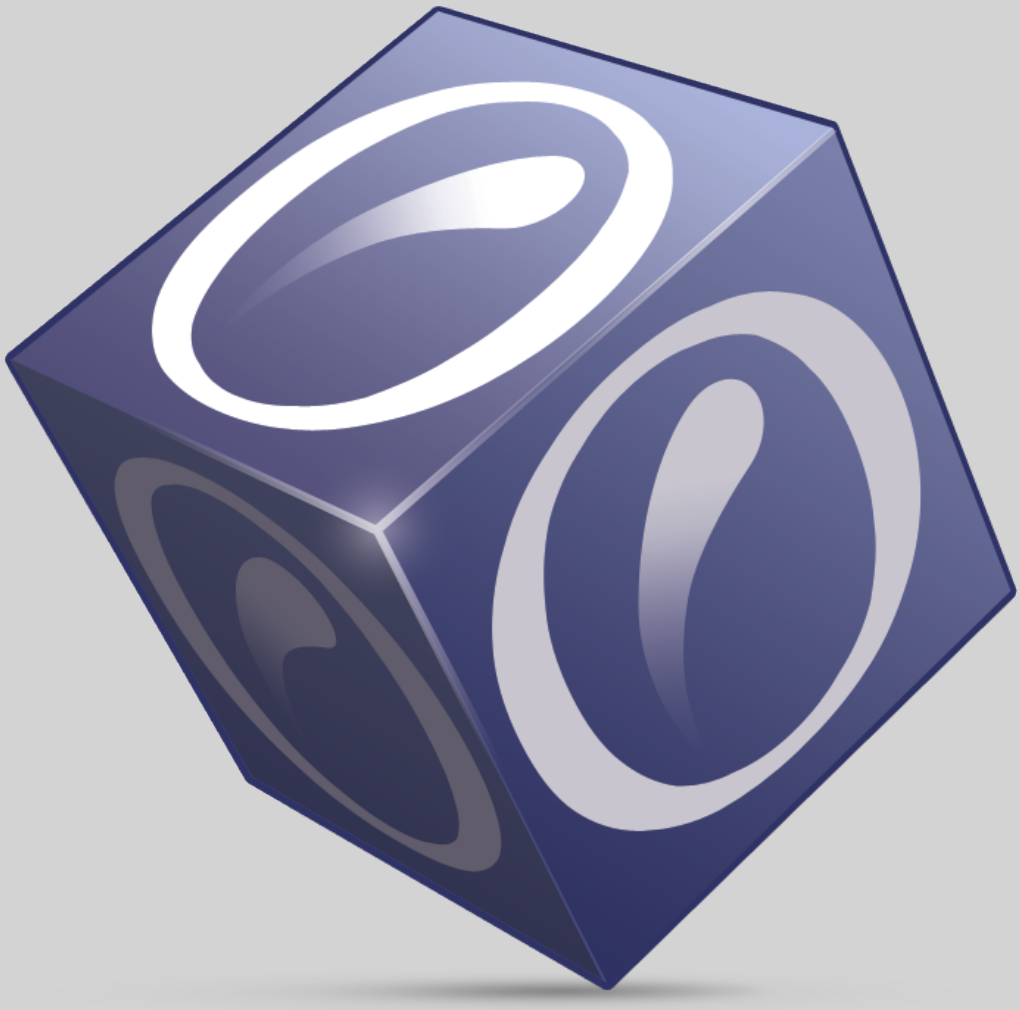

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1. Introduction

1.1. What to Expect From this Manual

This user manual helps you to make yourself familiar with OLAT while thoroughly explaining OLAT's functionality.

The OLAT manual is meant for people interested in e-learning as well as in making use of OLAT for various reasons. If you have not worked with OLAT before you will get more information on how to get started with this learning platform step by step which includes searching for predefined learning content, its adaption, as well as the handling of collaborative tools.

Perhaps you are already an experienced OLAT user but now you want to provide others with learning content in OLAT. In this case the chapters on learning resources, course elements, course editor and the ones on how to create courses or tests will assist you in your work.

If you are already an OLAT expert, this manual will serve as a work of reference. Its table of content or the index is there to guide you to find what you are looking for as fast as possible.

Please note: the OLAT support team at the University of Zurich will be glad to consider any suggestions for improvement regarding this manual. Your valuable assistance will help us to discover unclear or wanting passages in order to improve future versions.

1.2. Manual's Structure

This manual consists of four parts. The chapters 1 - 3 deal with the **Introduction to this Learning Platform**. **Chapter 2** (Page 5) concentrates on OLAT's basics. You will learn that OLAT is an open-source learning platform with several different OLAT user roles at your disposal. **Chapter 3** (Page 7) shows you how to register in OLAT, how to use further features on the login page, and finally how to log off.

In the second part you will learn **How to Use OLAT**. Please read **Chapter 4** (Page 9) after registering and choosing an OLAT user name in order to get further information on its structure and different possibilities to configure your homepage, the so-called «Home.» The following **Chapter 5** (Page 13) deals with OLAT's concept of groups, e.g. which group types are feasible in various scenarios. Let yourself get inspired and create your own didactic concept. **Chapter 6** (Page 18) concentrates on OLAT's primary concern, on learning resources. There are different types of learning resources and this chapter also tells you how to find learning content. Should you have difficulties while working on some learning content you can get help in **Chapter 7** (Page 24) . Course elements as well as possible learning activities will be explained from the participant's point of view.

Do you want to create courses for yourself? The third part of this manual is dedicated to the **Creation of Learning Content**. **Chapter 8** (Page 32) contains step-by-step instructions on how to prepare a course before authorizing course participants to get access. Course elements as well as feasible configurations in the course editor will be described in detail in the following **Chapter 9** (Page 38) .

If you want to create further learning resources to be included in your course the following chapters will be useful: **«Creating CP Learning Content»** (Page 51) , **«Creating Wikis»** (Page 54) , **«Creating Podcasts»** (Page 56) , **«Creating Blogs»** (Page 59) , **«Creating Tasks»** (Page 61) , **«Creating Portfolio Tasks»** (Page 64) , **«Managing Topics of Topic Assignments»** (Page 67) , and **«Creating Tests and Questionnaires»** (Page 70) .

Your learning content is now completed, published, and frequently used by course participants. **Chapter 18** (Page 76) will tell you where to find course results, where to assess achievements or how to archive your learning content after your course's completion.

In the fourth part, in **Chapter 19** (Page 86) , you can make yourself familiar with technologies and tools that will facilitate your work within OLAT. We recommend these tools that complement OLAT's features since many OLAT users can tell you about their positive experience they have made over the years.

Depending on your OLAT user role you will be interested in various chapters of this manual. The chapters 1 - 4 and 7 describe features that are at the disposal of all OLAT users. Chapter 5 and 6 first deal with information regarding all users. The second part then concentrates on specific author features. The chapters 8 - 18 are only relevant for OLAT users without any author rights if a course author has provided these users with certain tasks, e.g. the mentoring of groups. Chapter 19 can help authors who work with OLAT regularly and who want to get familiar with further auxiliary technologies.

1.3. Further Sources of Information

1.3.1. Information and Documents on the OLAT Website

On the website http://olat.org/documentation you will find any information on OLAT along with user manuals and answers to frequently asked questions (FAQ).

1.3.2. Context-Sensitive Help

While working with OLAT you cannot only dispose of this manual but also use OLAT's context-sensitive Help. This Help feature explains the options you have regarding OLAT's configuration--right where you are at that particular moment. You will recognize this feature by a question mark icon. Just click on that icon to open the context-sensitive Help feature within a new window.

1.3.3. Course Templates and Demo Courses

In the tab «Learning resources» you will find a catalog containing demo courses and course templates to facilitate your first steps as OLAT author by demonstrating how certain course elements can be used. Course templates are meant to be copied. The homepage of each course template provides information on necessary copy configurations before activating your course. There is a large course template as well as a small one. Demo courses serve as illustrative material to get familiar with OLAT's course elements before testing them, e.g. the Wiki. Course templates and demo courses are available in German and English.

1.3.4. Support

The OLAT team answers questions by members of the UZH immediately via the OLAT support. Please send an e-mail to the following address: `support@olat.uzh.ch` or call us at 044 635 67 90. Your questions will be answered during regular office hours.

2. General Information on this Learning Platform

This chapter gives an account of OLAT's development and of the people behind this system. Then you will learn something about the requirements you have to comply with when working in OLAT and its technology. Finally you can acquaint yourself with all of OLAT's user roles.

2.1. Information on OLAT

OLAT means «Online Learning and Training» and is an open-source learning platform. In 1999 OLAT was launched by the **Computer Science Department** (http://www.ifi.uzh.ch/) at the **University of Zurich** (http://www.uzh.ch) (UZH). In September 2000 the OLAT team at that time won the **MEDIDA Prix** (http://www.medidaprix.org/) . This as well as OLAT's success opened new possibilities: In 2001 the **Computer Science Services at the UZH** (http://www.id.uzh.ch) took charge of OLAT. Since then they guarantee professional operation and support as well as further software development. OLAT has been used as a strategic learning platform at the UZH since 2004. At present OLAT is employed at all faculties of the UZH as well as various other institutions; there is an infinite number of registered users.

A learning platform or Learning Management System (LMS) serves to provide learning content, to organize learning activities, and to manage course participants. A LMS assists you in realizing didactic course concepts. You can use a LMS for virtual presentations as well as blended-learning scenarios. Blended learning is a form of e-learning that combines classroom teaching with computer-based learning. Features such as access regulation, group management, assessment tools, or collaborative tools (forum, chat, etc.) assist you in organizing an event.

OLAT is not a Content Management System (CMS). Since OLAT means «Online Learning and Training» the main objective is not the creation of learning material. Therefore additional tools should be used when creating or editing larger amounts of learning content. Learning content that has been generated externally can be imported into OLAT by means of standardized interfaces. However, in order to be able to create simple pages in OLAT there are applicable tools such as the HTML editor.

Further information about OLAT can be found on the community website **www.olat.org** (http://www.olat.org) . You will get a first impression of OLAT on our **demo server** (http://demo.olat.org) , even if you do not have an OLAT setup.

2.2. Requirements when Working with OLAT

OLAT is a web application. In order to work with OLAT you will need an internet connection as well as a modern web browser. OLAT is optimized for **Mozilla Firefox** (http://www.mozilla-europe.org/de/products/firefox/) , a browser that can be downloaded for free. Please perform a **browser check** (Page 7) to be sure that your browser will support all of OLAT's features.

If you want to offer courses in OLAT you have to apply first for author rights by contacting your **support team** (Page 4) . You can start working in OLAT after choosing your didactic concept and after adapting your learning content for the web. We recommend using a HTML editor such as Dreamweaver to create complex learning content or other tools that help you generate content.

2.3. The Idea of Open-Source Software

OLAT is an open-source software according to the definitions of the **OSI (Open Source Initiative)** (http://www.opensource.org/) . This means that its code is at your disposal for free. You can download it, use it, adapt it, and develop it further without having to pay license fees. Further information on this open-source project can be found on the OLAT website **www.olat.org** (http://www.olat.org) .

2.4. Roles and Rights

Essential ideas of OLAT are various roles and rights that can be assigned to users. Each user can take on one of four main roles:

- Guest: Guests, who are not registered, will have only limited access to OLAT. They can see learning content that is open to the public; however, they cannot participate in any learning activities such as contributing to a forum discussion. The login page provides a link to that guest access.
- Registered OLAT user: Each user has a distinct user name; this name cannot be altered after registration. Users may benefit from open learning content and participate in all learning activities. In addition there is storage space as well as a homepage at each user's disposal that can be configured individually. A registered user can furthermore create his own project groups.
- Author: An author can create or import learning content for his course participants. Additionally authors can manage participants within learning groups before archiving or deleting them after that course has ended. Registered users can apply for author rights at their appropriate **support services** (Page 4) .
- System administrator: A system administrator assigns rights, manages users, and deletes obsolete learning content. Get in contact with your system administrator via **support services** (Page 4) .

Besides these four main roles there are others that are seldom used such as the group administrator, the user administrator, and the learning resource administrator. These roles are part of those responsibilities a system administrator bears.

The role basically dictates the rights a user has in OLAT. It is also possible to assign additional rights to users. You can for instance allow a registered OLAT user to supervise groups and to evaluate group participants. You can even add any author as owner (co-author) to your course which means that this new owner has the right to edit your course as well.

3. Registration, Login, and Logout

In this chapter you will learn how to register in OLAT and how to log out. Additionally, you will find more of the information available on the login page.

3.1. Your First OLAT Registration

In order to work with OLAT you need an internet connection as well as a **browser** (Page 7) . To register you will further need to know your university's access data.

Please have a look at the **UniShortname website** (http://www.id.uzh.ch/dl/mobil/uniaccess.html) in case there are any questions concerning your UniAccess data.

Now you can register and choose a user name. Proceed as follows:

1. Start browser.
2. Type `https://www.olat.uzh.ch`.
3. Select your institute or university by means of the pull-down menu (e.g. University of Zurich).
4. Click on «Login».
5. Indicate your university login and your password before clicking «ok» (University of Zurich: your Shortname and corresponding password).
6. Accept the message «Browser Website Certified...».
7. Type your OLAT user name (e.g. jdoe). That user name cannot be altered afterwards.
8. Read our terms of use and accept.

After registration you will get to your **Home** (Page 9) , your personal OLAT homepage.

Do you want to take a course in OLAT but you are not a member of one of those institutes on the list? In this case you have to get in contact with the responsible course author. If you are such an author and want to invite course participants from outside you should apply for specific accounts at **support services** (Page 4) . You will need the participant's first name, last name, as well as a valid e-mail address.

3.2. Login Page

Please use the OLAT login page along with your university's access data to register with OLAT. If you don't have a password, you can always contact your helpdesk.

At the UZH please use the web site **https://www.olat.uzh.ch** (https://www.olat.uzh.ch) or get in touch with the services of the **Computer Science department** (http://www.id.uzh.ch/hilfe/beratung.html) . They will reset your password if required.

The login page provides you with further features and more information (guest access, browser check, accessibility) to be used even without any registration.

3.2.1. Guest Access

You can use OLAT as guest as well. The so-called guest access provides an insight into OLAT with limited access to certain features: you will only get to learning content that is explicitly open to the public. In order to have access to other material and activities you will have to **register** (Page 7) first.

3.2.2. Browser Check

OLAT is optimized for the Firefox browser. This browser can be downloaded for free at **Mozilla** (http://www.mozilla-europe.org/de/products/firefox/) .

If you want to use a different browser, you can test that one by means of the browser check. You will find out if your browser can be used and which OLAT features are available.

3.2.3. Website Accessibility

Website accessibility means optimization of access for visually impaired people. Here you will get information on shortcuts to essential system elements.

By means of the so-called Web 2.a mode you can highlight certain elements on screen. This mode can be activated and deactivated on the user level. Check your configuration on your Home, section **«Settings»** (Page 9) .

3.3. Session Timeout and Logout

When logging in, a so-called session will be started. System administrators can determine a session's duration. Each click (e.g. on a question in a test) will restart your session; it is therefore possible to work with OLAT as long as you want. However, if there isn't a click for a predefined amount of time, your OLAT session will be terminated and any unsaved data lost. You should therefore save your data regularly. It is also possible to terminate a session by logging out. If you don't log out but only close your browser window, your session will continue.

If you use OLAT in public areas, it is vital to log out; to only close the browser window is not enough. As long as your session is active, others could use your OLAT data.

4. Home (Your Personal Homepage), Full-Text Search and Chat

After your login you will get to your Home, your personal OLAT homepage. In this chapter you will learn how to adapt that Home to your needs and how to use other features such as the full-text search or the chat.

4.1. Settings and Menu Entries of Your Home

Each OLAT user can adapt the Home area to a certain extent. On the one hand you can restructure the sections displayed according to your needs. On the other hand there are a number of personal settings you can set up in your Home.

4.1.1. Configuring Entries in Your Home

Sections in your Home consist of various shortcuts, e.g. to your courses, notifications, and groups. You can choose which sections should be displayed in an arrangement of your choice.

Let us assume that most of the time you have to deal with groups. Therefore you may want to position the section «My groups» more prominently: just click on «Configure page» on your top right. Then move the section «My groups» wherever you want to by means of the arrows provided.

You can further determine how many entries should be visible within a certain section. In order to do this just click on one of the following icons: «Sort manually» or «Sort automatically». If you choose «Sort manually» you will be able to determine the selection of entries as well as their sequence.

If you do not want to see certain sections in your Home you can deactivate these sections. Deactivated sections will be displayed at the bottom of the page when configuring your Home. You can reactivate them anytime.

After completing your configuration you should click on «End configuration» on your top right.

4.1.2. Settings

In the menu on the left just underneath the option «Settings» you can modify your personal data. This may be necessary if you want to forward OLAT e-mail messages to another mail address or if you want to create a visiting card.

Just indicate your data in your profile and save that information. By means of check boxes you can decide which data should appear on your visiting card, that is, what other users should be able to see. You can also upload a photo to be published on your visiting card. This photo will also be visible when publishing forum contributions or comments.

You can further adapt the font size and your system language in the tab «System».

By means of the feature «Instant Messaging» you can define your settings regarding the chat, e.g. your status after having logged in.

4.1.3. Calendar

In the calendar you can see your private events as well as events regarding calendars of groups and courses. In the list right underneath the active calendar day you can hide and unhide each calendar or determine which calendar should be displayed in a certain color.

Should your calendar remain empty or should certain events not appear, it could be that you forgot to select that calendar in the calendar list.

In order to add a new event to your calendar you have to click inside the appropriate calendar field. If you are a group member you have to first select from the pull-down menu to which calendar (personal calendar or group calendar) you want to add your new event. Events can be edited or deleted by clicking on their time specification.

Use the OLAT event search to find events already existing. By means of the link «Go to date» you can directly navigate to any past or future date.

By means of iCal (a standard to manage events) you can integrate various OLAT calendars into another calendar, e.g. the Google calendar. It is therefore also possible to integrate any other calendar into the OLAT calendar.

4.1.4. Notifications

Thanks to OLAT's notifications you are always up-to-date regarding your courses or groups: you will be informed about new documents in a folder, about answers to forum entries or modified Wiki pages. In many places you can select the option «Subscribe to notifications» to be kept informed. News will be displayed immediately in the tab «Home», section «Notifications»; OLAT will send you an appropriate e-mail once a day. If you don't want to receive such messages via e-mail you can adapt these settings in your Home, tab «Settings», section «Notifications».

If you don't want to be kept informed any longer via e-mail there is always the possibility to unsubscribe from your notifications. You can either do that within a course (same position as «Subscribe to notifications») or in your Home, section «Notifications», in the tab «Settings».

In your Home you will find all notifications regarding course modifications of the past 31 days in the tab «Notifications», section «Notifications».

4.1.5. Bookmarks

Bookmarks serve to get faster access to your learning resources. In the detailed view of your course you will find a link in the box «Learning resource» to be able to set bookmarks. In your Home you can then edit or delete these bookmarks.

4.1.6. Personal Folder

In your personal folder OLAT provides you with storage space. Here you can store presentations you want to use from another computer or cache a research paper, etc.

This personal folder contains two areas, the «Private» and the «Public» one. Only you will have access to your private area. In the subfolder «Public» you can store files you want to share with other OLAT users. By means of the link «Other users» you can search for other OLAT users and have access to those users' «Public» folder via the menu item «Folder».

In case the memory limit (Quota) is exceeded due to large files in your personal folder you can contact your **support team** (Page 4) to allocate more space.

4.1.7. Notes

You can take notes in each course. You can collect and edit your notes before even printing them.

4.1.8. Evidence of Achievement

An evidence of achievement is a certification of some assessment, e.g. tests, written examinations, or other tasks handed in to be reviewed. Course authors determine if OLAT should create assessments in their course. Course participants will see their evidences of achievement after taking a test, etc. that has been assessed.

4.1.9. Other Users

Search for other OLAT users! Have a look at their visiting card, at the «Public» area of their personal folder, at any released portfolio folders, or send them a message by means of a contact form.

In the footer you will find a link indicating all users logged on at that moment.

4.1.10. ePortfolio

An ePortfolio is used to document learning results as well as learning processes and is therefore meant to assist in reflecting on someone's process of development. The menu entry ePortfolio serves to create accumulative folders of portfolios before making those accessible to certain people (OLAT users as well as guests). You can also have a look at other users' folders or perform portfolio tasks of an OLAT course.

In order to create a portfolio folder or perform a portfolio task you have to create or assemble artefacts first. Artefacts are documents of your learning process as well as your work performed. Artefacts can be e.g. texts, files, posts in a forum or blog, or evidences of achievement.

You can assemble the following artefacts:

- Posts in forums

- Files in folders
- Wiki pages
- Evidences of achievement
- Posts in blogs

First you have to select the ePortfolio icon (e.g. in a post of yours) before following the steps of your accumulative artefact tool. You can indicate the title as well as the description of your artefact; you can provide it with key words (commonly known as tags) to facilitate your search later on or you can write a text as memory aid to justify the selection of your artefact. If you have already created an accumulative folder you will be able to link your artefacts to that folder.

You can create artefacts by clicking on «Add artefact» within the menu item «My artefacts». Just select the required artefact type before creating your text,file or blog artefact. Similar to the accumulative artefact tool you just have to follow the directions of the artefact creation tool. You can write a text, upload a file, or create a learning journal. A learning journal is a blog to document your learning progress. Afterwards you have to indicate a title and a description before deciding on key words for your artefact. Then you confirm that you are the author of that artefact and indicate your reflections before selecting an accumulative folder.

After creating or assembling artefacts you can also search for artefacts by means of the menu item «My artefacts» in order to e.g. edit artefacts or delete ones from your list. There are two possibilities to search for artefacts. The tag browser will help you to browse for key words of your artefact (tags). Then you can use the artefact search feature to additionally search for the type, the creation date, the title or the description of an artefact. Furthermore you can save your queries to avoid having to indicate your search criterion anew. These queries can be adapted or deleted as required.

You can have a look at your artefacts in the detailed view or the table view. This table view presents an overview of your artefacts and provides a possibility to sort columns alphabetically. In the detailed view you can edit or delete your artefacts.

You can configure your display settings by selecting only a certain amount of artefact attributes in the detailed view.

Within the menu item «My accumulative folders» you can create folders or allocate artefacts. Such a folder can be structured according to your needs by inserting pages or other structural elements. In the editing mode you can adapt your folder as required, e.g. by determining your display settings or moving structural elements and artefacts via «Drag&Drop». Additionally you can comment on folder entries or assess them.

When copying accumulative folders you can choose between adopting only their structure or also their artefacts. You can release your accumulative folder as follows:

- for one or more distinctive OLAT users
- for all OLAT users
- for one or more OLAT groups
- for one or more persons not registered in OLAT

Please use the release invitation for the latter option; people will then get an e-mail containing a link to their accumulative folder. It is also possible to limit the access to accumulative folders if necessary.

Within the menu item «My portfolio tasks» you will find portfolio tasks of OLAT courses. You can perform those tasks (i.e. link required artefacts to that folder) before submitting them. In case you have already performed those tasks you can still have a look at them.

If a course author restricts portfolio tasks you will have to abide by these rules.

Within the menu item «Released accumulative folders» you can see any folders you have access to. By changing your view you will also be able to browse through folders released for all OLAT users.

4.2. Full-Text Search

The box for the full-text search is at the top right of the status bar. The full-text search helps you to look for search terms in the course or group content, in a forum or even in PDF and Word files. You can furthermore look for users, portfolio folders, artefacts, and documents in any user folder. The only exceptions are private folders since they will not be indexed.

You will only get search results of the course contents you have access to.

In order to search in more detail please use the advanced search. You will find it when clicking on the magnifier icon next to the full-text search box. Select the option «Advanced search». You will be provided with a list of search results that is linked to the learning content along with your search term. For more detailed information regarding the search syntax please go to **Apache Lucene** (http://lucene.apache.org/java/docs/queryparsersyntax.html) .

4.3. Chat

In the OLAT Chat you can exchange messages with other OLAT users in real time.

4.3.1. Sending Messages

By clicking on those two digits (xx/xx) on the top right of the menu bar next to the Instant Messaging status symbol (e.g. green star) a list will pop up. There you will see all members of your project group logged on at that time. To start a chat you just have to click on the name of the one you would like to chat with.

If you want to chat with an OLAT user who is not a member of any of your groups you have to create a **project group** (Page 13) first before inviting that user to join. Another option is to open a list in the footer with all users logged on before clicking on a user name to start your chat.

4.3.2. Receiving Messages

Messages can be received in two ways: In case the chat window is closed messages will appear as small blinking letters on the left next to the star icon that can be found on the top right of the menu bar. When clicking on that small letter a chat window will open containing your message. In case the chat window is already open, all new messages will be displayed there.

4.3.3. Changing Your Status

By clicking on the star icon on the top right of the menu bar you can change your Instant Messaging status. That way you can show other OLAT users if you would like to chat or not. While taking a test your status will automatically show the status «Please do not disturb». Only after that test you will be able to chat again.

If you prefer to have a different status than «available» after your login you can adapt these settings in your Home in the tab «Instant Messaging».

5. Groups

In OLAT there are three different kinds of groups: **project groups** (Page 13) , **learning groups** (Page 14) and **right groups** (Page 16) . OLAT users can see their groups in their **Home** (Page 9) , section «My groups» or whenever they open the tab «Groups» on the top of the main navigation.

Project groups are meant for working in groups outside of OLAT courses. Each OLAT user can create project groups on his own to invite any number of other OLAT users. Learning groups, however, are linked with courses in OLAT and can only be created by course authors. Learning groups are used for enrolments or working in groups within a certain course. Right groups help course authors to allocate rights to certain course participants to grant access to course tools such as the course editor, for example.

This chapter further explains those different group types as well as their purpose of use.

5.1. Project Groups

Project groups are meant for collaborative work outside a course context, e.g. when writing a term paper in groups, when preparing a presentation, when working jointly on some academic publication, or when planning to communicate with other group members via forum or chat. All OLAT users can create project groups and invite another OLAT user to join. Only group members will have access to that group; it is not public.

5.1.1. Creating Project Groups

The tab «Groups» on top in the main navigation is your starting point for creating a project group. In the tool box «Create» on your right you have to click on «Project group» before giving your group a name. Save your settings. Your project group will then appear on the list containing all groups in the tab «Groups» as well in your Home, section «My groups».

5.1.2. Configuring Tools of Project Groups

Having created a project group you can now provide it with collaborative tools in the tab «Tools». If you want to modify your configurations later on (e.g. deactivate some tools) you have to do this via the tab «Groups.» Click on that project group's title and open the menu item «Administration.» In the tab «Tools» you can now activate or deactivate collaborative tools.

In the tab «Tools» of the context-sensitive Help you will get more detailed information on available OLAT tools.

If the tool «Information» is activated and saved you will be able to edit the information meant for your group members right beneath the list containing all tools. If you have activated and saved the calendar setting you can configure the write permission regarding the group calendar.

Each tool can only be used once in a project group. It is therefore not possible to e.g. provide your members with more than one folder.

5.1.3. Managing Project Groups

In the tab «Members» you determine if members should see each other or not. Additionally you can add more group owners that will hold the same rights as you do. This comprises the right to configure tools, to manage members, or even to delete the whole group. Each group must have at least one owner.

How to add participants is explained in the section below. Participants can use collaborative tools and see each other in the OLAT chat.

By clicking on the icon «Download table» (underneath the button «Add user») an Excel file will be created, indicating owners and participants of your project group.

5.1.4. Using Tools of Project Groups

As soon as the owner has provided the project group with tools group members will see the following items in the group menu:

	Information	Group owners can edit this text.
	Calendar	Group events should be managed via the group calendar. According to the configuration you will hold the write permission or the permission to read only.
	Members	Here you will see a list containing all group participants and/or its owners.
	E-Mail	Send all group owners or participants an e-mail.
	Folder	Exchange documents with other group members.
	Forum	Here you can discuss with other group members.
	Chat	You will see who else is present in the group chat. Enter the chat room to communicate with others in real time.
	Wiki	Use a Wiki to jointly create learning content.
	Portfolio	Use a portfolio to jointly create an accumulative folder or add artefacts.

A Wiki is especially useful for recording group work and other projects, or for creating link collections.

5.1.5. Leaving or Deleting Project Groups

In the tab «Groups» on top in the main navigation you will see all groups you have enrolled in. There you can leave a project group and delete all those groups you have created or have been nominated as co-owner.

5.2. Learning Groups and Learning Areas

Learning groups are always linked with courses. They are often used for the enrolment in a course, the registration for an excursion, for assigning presentations, etc. Or you can use learning groups for granting write permission to your course or single course elements or you can assign various tasks to course participants. Learning groups can be combined to form one learning area.

5.2.1. Creating Learning Groups

Since learning groups are always linked to an OLAT course you have to create that course first. A relevant guide can be found in the chapter **«Creating Courses»** (Page 32) . There are two different ways to create learning groups:

1. Via the group management: In the course view you will find the link «Group management» on the top right. There you can generate new learning groups or learning areas. The group management also enables you to edit existing groups, add new members, activate collaborative tools, or even delete groups.
2. Directly in the course editor: When configuring the registration element or when using the tabs «Visibility» and «Access» you can create learning groups directly. However, it is not possible to add members or to activate collaborative tools. This is what the group management is for.

5.2.2. Group Names

When creating groups please mind to choose appropriate group names. OLAT users will appreciate to be able to draw conclusions from group names and the courses taken. You could e.g. select the name «ParticipantsSocialPolicy» instead of just «Participants.»

5.2.3. Number of Participants and Waiting List

When creating a learning group there is the option to limit the number of participants; you can determine how many members your group should have. When activating a waiting list potential members can enter their names on that list in case the limit is exceeded. If there are members leaving the group or if the course author cancels some previous registrations persons on the waiting list will move up automatically if the option «Transfer automatically» has been selected.

5.2.4. Creating Learning Areas and Allocating Learning Groups

In the course view you have to open the group management. By means of the tool box on your right you can then create a new learning area before allocating single learning groups to this learning area. If a learning area already exists you can use this one to allocate certain learning groups. All you have to do is editing the learning group of your choice before selecting the corresponding learning area in the tab «Learning area.»

Learning areas are suitable for using the same course element within a course in several learning groups or if there are a lot of learning groups to choose from along with only one single registration element. Learning areas spare you the selection of each single learning group.

You select learning areas in the course editor by means of the course element «Enrolment.» All learning groups within a learning area will then be offered when registering. Additionally you can choose from learning areas in the tabs «Visibility» or «Access» if the option «Depending on groups» is activated.

5.2.5. Configuring Tools of Learning Groups

After creating a learning group you can provide it with collaborative tools in the tab «Tools.» If you want to modify your configuration later on (e.g. if you want to deactivate some tools) you start with selecting the group management in your course view. Then choose «All learning groups» and click on the link «Edit» right next to the corresponding learning group. Alternatively you can start with selecting the link «Administration» in the menu on your left.

In the tab «Tools» of the context-sensitive Help you will get more information on all available OLAT tools.

If the tool «Information» is activated and saved you will be able to edit the information meant for your group members right beneath the list containing all tools. If you have activated and saved the calendar setting you can configure the write permission regarding the group calendar.

Each group can only be provided with one tool of the same type. If you want to work with more than one forum or Wiki or if you want to provide documents in more than one folder it is better to use **course elements** (Page 38) instead. You should configure these elements to be only visible or accessible to one specific learning group.

5.2.6. Managing Members of Learning Groups

There are two different ways to allocate members to a learning group:

1. Course participants enroll on their own.
2. The course owner allocates participants to corresponding learning groups.

The first option is suitable for courses with many participants, for participants you do not know yet or for participants who should decide on their own in which learning group they want to register (e.g. when assigning tasks to be performed in groups). This option is activated by means of the course element «Enrolment.» When configuring your course please determine in which learning group(s) your participants should be able to register.

The second option is suitable for participants you already know in which learning groups they belong and if you want to make sure that only those will be able to register who qualify for your learning groups.

In the course view please open the group management if you plan to add any members. Then select «All learning groups» on your left and click on the link «Edit» right next to the group name. In the tab «Members» you then add group members either as tutors or participants:

- Tutors: They can appoint or delete members as well as provide learning groups with collaborative tools. In addition they have access to the **assessment tool** (Page 77) . Being the course author you do not have to be appointed as tutor; you already hold course owner rights incl. all rights a tutor will have.
- Participants: They can use collaborative tools of a group.

The classic role of a tutor can be represented in OLAT by means of those tutor rights mentioned above.

When clicking on the icon «Download table» (underneath the button «Add users») an Excel file containing all owners or participants of a learning group will be generated.

5.2.7. Using Learning Group Tools

After enrolling in a learning group you will see the box «My learning groups» on your right in the course view. As soon as the learning group tutor has activated some group tools, group members will see the same menu items described earlier in the section **project group** (Page 13) .

5.2.8. Additional Features in the Group Management

In the course view please open the group management. The course author has then the possibility to download one or more Excel files containing data regarding members of learning groups or learning areas. Please select the appropriate link in the tool box «Create lists» and follow the instructions.

When editing a group there will be further features at your disposal (at your right, in the bottom tool box) such as sending an e-mail to all members.

Copying learning groups (several times) will spare you the configuration of collaborative tools, if you want those tools to be identical in all of your groups.

5.2.9. Leaving or Deleting Learning Groups

In the tab «Groups» of the main navigation at the top you will see all of your groups. Just click on the group name you want to leave. Then select the menu item «Course» before clicking on «Start» on your right. Choose the one registration element of the group you have enrolled in and select «Delist.»

Perhaps your course author has already closed the course or does not allow you to delist on your own. In this case you have to contact the course author and ask for assistance.

Only course authors can delete learning groups. After examining all learning groups in the group management just select the link «Delete» right next to the relevant group. You can delete learning areas in the view «All learning areas.»

5.3. Right Groups

Course authors can assign rights to other OLAT users regarding their course; all they have to do is invite those users to join their right group. Similar to learning groups such right groups are linked with a specific course.

Right groups are suitable if you do not want to appoint an OLAT user as course owner (co-author) but nevertheless want him to hold certain rights (e.g. permission to use the group management, the course editor or the assessment tool).

5.3.1. Creating Right Groups

In the course view please open the rights management, top right. Then create a new right group before giving it a name. Finally save your settings.

5.3.2. Configuring Tools of Right Groups

After creating a right group you can provide it with collaborative tools in the tab «Tools.» If you want to modify your configuration later on (e.g. if you prefer to deactivate some tools) please go to the rights management and select «All right groups;» then click on the link «Edit» right next to the corresponding right group.

In the tab «Tools» of the context-sensitive Help all available OLAT tools will be explained in more detail.

5.3.3. Configuring Authorizations of Right Groups

In the tab «Authorizations» you determine the rights your group members should have.

- Group management: Members are allowed to use the group management of their course and do what a course author is permitted to do.

- Course editor: Members are allowed to use the course editor along with all its features.
- Data archiving: Members have access to data archiving, i.e. they are allowed to archive course data such as forums, etc.
- Assessment tool: Members can assess and comment on the progress of course participants by means of the assessment tool.
- Glossary tool: Members are permitted to administer the glossary.

5.3.4. Managing Members of Right Groups

In the tab «Members» you determine if members should see other group members or not. How to add members is explained in the section below. It does not matter which role a member holds, i.e. you can grant ordinary users (without any author rights) access to OLAT tools. Members of a right group will hold those rights you have configured beforehand in order to be able to use all collaborative tools.

When clicking on the icon «Download table» (underneath the button «Add users») an Excel file will be generated containing all members of your right group.

5.3.5. Using Tools of Right Groups

After activating all tools of a right group, group participants will see the same menu items as described in the section **project group** (Page 13) .

5.3.6. Leaving and Deleting Right Groups

Participants of right groups cannot leave such a group on their own; they will have to ask the course author to delist them.

The owner of a right group can delete such a group by clicking on the link «Delete» in the right management, next to the relevant group.

6. Learning Resources

The core of OLAT are its learning resources. The term learning resources is used for filing learning content on the one hand (via the tab «Learning resources») and for the learning content stored there on the other hand (e.g. courses, tests, Wikis, etc.). This chapter introduces you to various types of learning resources and explains how to search for such resources. First this will be exemplified from the point of view of an ordinary OLAT user without author rights; then from the point of view of an OLAT user with such rights.

Each learning resource will be explained in the detailed view by means of metadata. These metadata give further information on e.g. who has access to learning content. The owner of a learning resource can modify the name of his learning resource, its description or access as well as add other owners.

6.1. Various Types of Learning Resources

OLAT comprises different types of learning resources. With the exception of courses they have in common that they can be embedded into one or more courses.

6.1.1. Course

An OLAT course can accompany lectures, seminars or tutorials and represent diverse didactic concepts such as group puzzles or problem-based learning. OLAT courses are unique document types. They can contain any number of course elements. How to work with those different course elements will be explained in the chapter **«Learning Activities in Courses»** (Page 24) in more detail. How to create courses will be illustrated in the chapter **«Creating Courses»** (Page 32) . More information on course elements and the course editor can be found in the chapter **«Course Elements and Course Editor»** (Page 38) .

6.1.2. CP Learning Content

Content Packaging (abbr.: CP) is a kind of learning content in standardized e-learning format. The specification of this format comes from **IMS** (http://www.imsglobal.org/) . OLAT supports the IMS CP version 1.1.2. CPs are suitable for being either used in OLAT courses or outside of it. OLAT supports this format; therefore learning content cannot only be used in OLAT but in other LMS as well. Further information on generating Content Packaging can be found in the chapter **«Creating CP Learning Content»** (Page 51) .

6.1.3. SCORM Learning Content

Another standardized e-learning format supported by OLAT is the SCORM format (version 1.2). SCORM is short for «Sharable Content Object Reference Model» and a reference model for exchangeable electronic learning content of the **«Advanced Distributed Learning Initiative» (ADL)** (http://www.adlnet.gov/) .

SCORM learning content is suitable for courses within OLAT as well as courses outside. OLAT supports this format; therefore your learning content can be applied not only in OLAT but also in other LMS.

6.1.4. Wiki

Wikis are particularly suited for creating content jointly in an easy way. A Wiki can be used for working in groups, as documentation tool or as knowledge base for your studies and projects.

For more information on how to create Wikis and embed those in your course please go to the chapter **«Creating Wikis»** (Page 54) . How to generate content within a Wiki will be explained in the chapter «Learning Activities Within a Course,» section **«Wiki»** (Page 26) .

6.1.5. Podcast

A podcast allows you to upload audio or video files that can later be made available in OLAT. Podcasts can either be accessed directly in OLAT or they can be subscribed via online services such as iTunes in order to copy single episodes to mobile devices later on. Your course participants will be able to easily assess or comment on such podcast episodes.

Information on how to create and embed podcasts in your course can be found in the chapter **«Creating Podcasts»** (Page 56) . Further details on how to use podcasts as course participant will be explained in the chapter «Learning Activities in Courses,» section **«Podcast»** (Page 27) .

6.1.6. Blog

In a blog you can easily publish or update personal as well as professional information. Blogs are often used as a kind of diary or journal. Course participants will be able to comfortably assess or comment on blog entries.

Information on how to create and embed a blog in your course will be found in the chapter **«Creating Blogs»** (Page 59) . Further details on how to use blogs as course participant will be explained in the chapter «Learning Activities in Courses,» section **«Blog»** (Page 27) .

6.1.7. Portfolio Template

A portfolio task is meant for documenting learning results as well as learning processes. Course participants can complete a portfolio task before receiving an assessment. They will then be notified via e-mail.

Information on how to create a portfolio template and how to embed portfolio tasks in your course can be found in the chapter **«Creating Portfolio Tasks»** (Page 64) . How to perform such portfolio tasks can be learned in the chapter «Learning Activities in Courses,» section **«Portfolio task»** (Page 29) .

6.1.8. Test

Tests can be used for examinations or exercises in general. In the first case course authors can see all test results along with corresponding test participants; in the second case all results are saved anonymously.

Each test exists in a standardized file format, the so-called IMS QTI format (version 1.2). **IMS** (http://www.imsglobal.org/) deals with the development of open standards in e-learning. QTI means «Question & Test Interoperability» and is a predefined standardized format used for generating tests and questionnaires online. The QTI format is also suitable for storing test results. OLAT supports this format; therefore learning content cannot only be used in OLAT but in other LMS as well.

More information on using and creating tests can be found in the chapter **«Creating Tests and Questionnaires»** (Page 70) .

6.1.9. Questionnaires

A questionnaire is generally used for data collection, e.g. for the evaluation of an event. Each course participant can fill in a questionnaire only once. Results will be stored anonymously. Questionnaires as well as tests exist in the standardized IMS QTI format (version 1.2). For more information on how to create and use questionnaires please go to the chapter **«Creating Tests and Questionnaires»** (Page 70) .

6.1.10. Resource Folder

In a resource folder you can store various documents to be used in several courses, e.g. rules regarding the forum that are valid in different courses of one series. A HTML page containing those rules is stored in the resource folder and referenced by several courses.

More information on how to create resource folders and use them in a course can be found in the chapter «Creating Courses,» section **«Resource Folder»** (Page 36) .

6.1.11. Glossary

In the glossary terms will be defined. As soon as those terms are used within learning content a student will see their explanation. Additionally you can get a list of all terms and definitions in a printable version.

More information on how to create a glossary and embed it into your course can be found in chapter «Course Operation,» section **«Glossary»** (Page 79) . How to use your glossary within a course will be explained in the chapter «Learning Activities in Courses,» section **«Glossary»** (Page 30) .

6.2. How to Find Learning Resources (OLAT User without Author Rights)

In the main navigation just click on the top tab «Learning resources.» Then there are several possibilities to search for learning resources:

6.2.1. Catalog

In the catalog course authors can range their learning resources hierarchically, similar to a college or university catalog. Just navigate through its categories to find the learning content you are looking for.

Use the search mask in case you should not find the appropriate course in the catalog. It may be that the course author has not yet listed that course in the OLAT catalog.

6.2.2. Search Mask

The search mask helps you to find all learning resources you have access to. You can look for titles, authors or descriptions.

You should limit your search to certain types of learning resources to avoid too many useless hits.

6.2.3. Courses (Alphabetical List)

Here you will see all courses you have access to in alphabetical order. In addition you will find data regarding authors and access codes of courses.

It is advisable to set a bookmark after having found and opened your course in learning resources. The corresponding link will then be on your right in the box «Learning resource» in the detailed view as well as in the box «General» in your course view. When attending that course the next time you do not have to do this via learning resources. Just use your bookmark in your **Home** (Page 10) .

6.2.4. Portlet «My campus courses» (for Students)

On your home page, there is a portlet called «My campus courses». Here you will find the links corresponding to your courses booked earlier.

In order to see those courses in this portlet, your lecturer has to create that course first. In addition, at least 24 hrs must have gone by since your booking a module. At the University of Zurich campus courses are currently only available for members of the Faculty of Philosophy, Theology, Science, and the Faculty of Economics.

6.3. How to Find Learning Resources (OLAT Users with Author Rights)

In addition to the menu items «Catalog,» «Search Mask,» and «Courses» you can dispose of other possibilities to look for learning resources have author rights. If you do not see those additional menu items please turn to your **support team** (Page 4) to apply for author rights first.

6.3.1. My Entries

Here you can see all learning resources you have created or you have been appointed as owner (co-author). «My entries» is your starting point when editing those learning resources you have not published yet. You will directly get to this view by selecting the tab «Learning resources.»

6.3.2. Further Possibilities

Beneath the menu item «Courses» there are further options to see your learning resources ordered by type.

6.3.3. Portlet «My campus courses» (for Lecturers)

On your home page, there are your courses for the current semester in the portlet «My campus courses». You will find courses from February 1 for your spring semester and from August 1 for your fall semester respectively.

Campus courses for past semesters can be found in the tab «Learning resources», section «My entries».

At the University of Zurich campus courses are currently only available for members of the Faculty of Philosophy, Theology, Science, and the Faculty of Economics.

6.4. Actions in the Tab «Learning Resources»

If you hold author rights you will find two tool boxes on your right: «Import» and «Create.»

6.4.1. Import

Learning resources generated outside of OLAT can be imported if they have a format that is compatible. Suitable formats have been commented on in the section **«Various Types of Learning Resources»** (Page 18) .

You can import into learning resources either from your computer or from your personal folder in OLAT. In your tool box just select the type of learning resources you want to add and follow the instructions. If you want to import an entire course you will be asked if you want to import its referenced learning resources (e.g. a Wiki or a test) as well. Click OK if you want to do this.

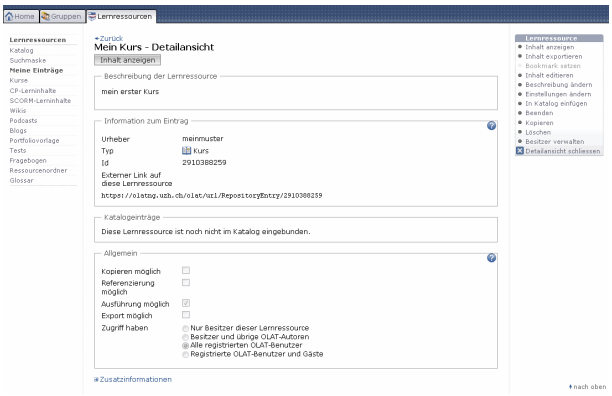
6.4.2. Create

You can create courses in the course editor (in unique OLAT format). Tests and questionnaires (IMS QTI format, version 1.2) can be generated in the test editor; CP learning content can be generated in the IMS CP editor. Additionally it is possible to create resource folders, Wikis, glossaries, blogs or podcasts. Wikis, blogs, podcasts and CPs can either be created in the tab «Learning resources» or within the course editor in case you want to embed your learning resource in that course.

How to use various editors will be further explained in the chapters **«Creating Courses»** (Page 32) , **«Creating CP Learning Content»** (Page 51) , **«Creating Wikis»** (Page 54) , **«Creating Podcasts»** (Page 56) , **«Creating Blogs»** (Page 59) , **«Creating Portfolio Tasks»** (Page 64) , and **«Creating Tests and Questionnaires»** (Page 70) .

6.5. Detailed View of Learning Resources

There is a detailed view to each type of learning resource referred to in **«Various Types of Learning Resources»** (Page 18) . Learning resources are listed there along with their metadata (data describing that resource). Additionally you can dispose of further actions depending on your access authorization as well as on that resource's type.



You will get to the detailed view of a learning resource by clicking on the title of that learning resource in the list or by selecting the link «Detailed view» in the tool box «General» within your course.

6.5.1. Meta Data

On top of the detailed view there is the description of your learning resource. In the following section you will get further information.

By means of an external link your course participants can get to your course directly after logging in.

In addition you will get further information on actions other OLAT authors are allowed to do. As author or owner of a learning resource you will get a list of owners in the drop-down menu «Additional information» along with a summary of settings and information on how to use that learning resource.

6.5.2. Show Content

By means of the button or the link «Show content» you will get to the course view. As owner of a learning resource you can determine in the section **«Modify settings»** (Page 22) if your course may be displayed.

6.5.3. Export Content

Export your learning resource as ZIP file. Tests, questionnaires, CP and SCORM learning content can be imported into other LMS supporting the same standard. Courses, Wikis and glossaries can be imported into other OLAT installations. As owner of a learning resource you can determine in the section «Modify settings» if content may be exported.

6.5.4. Set Bookmark

It is possible to mark your learning resource by means of a bookmark to quickly find it in your Home's **bookmarks** (Page 10).

6.5.5. Edit Content

If your learning resources can be edited (e.g. courses, glossaries, CPs, blogs, podcasts, tests or questionnaires) this link will get you to the corresponding editor.

6.5.6. Modify Description

Here you can modify the learning resource's title, its description as well as its picture. This will be the title your learning resource will then appear with in the course list or in queries via the search mask.

If you modify your learning resource's title here this does not imply that it will also be updated in bookmarks, catalogs, editors or in the course view. Therefore you should not forget to adapt that title in your Home, section «Bookmarks,» as well as in the catalog and the course editor.

6.5.7. Modify Settings

Here you can determine general settings of your learning resource as well as its assignment of user rights, e.g. if exporting your learning resource should be allowed or not.

A learning resource newly created is only accessible for its owner. There are four categories of OLAT users you can grant access rights:

1. Only owners of that learning resource: All owners (co-authors) hold the same rights as the author, i.e. they can edit, copy, delete that learning resource as well as assign these rights to other OLAT users.
2. Owners and other OLAT authors: You enable other authors to have a look at your course before publication. Authors cannot edit or delete your learning resource, nor appoint new owners. It is only possible to copy or export your resource if an owner has granted that option.
3. All registered OLAT users: OLAT users will be able to find your learning resource via the search mask or in the course list. This setting is mandatory if you want your course to be open for participants.
4. Registered OLAT users and guests: Even via the guest access you can search for learning resources. Guests will hold limited access to your course, i.e. they will not be able to enroll in groups, nor contribute to forums, nor perform a task, etc.

These settings in OLAT courses allow you further to determine the use of additional features (course chat, glossary, course calendar, resource folder, etc.). For more information please go to the section **«Using Additional Course Features»** (Page 78) .

6.5.8. Add to Catalog

As soon as a learning resource has been activated it can be inserted in the catalog via the detailed view. Just select the category your learning resource should be related to. Learning resources can be inserted more than once at different spots in your catalog. All categories selected will be displayed in the detailed view, section «Catalog entry.» Here you can delete them as well.

6.5.9. Close

The function «Close» will change a course's status to «Closed» (only available in the detailed view of courses). This way you inform course participants that your course will no longer be edited or updated. The course's configuration (course settings, access or visibility rules) will not be affected. All users holding access rights will still be able to access the course content according to their individual rights, however, only as long as you do not sign them out of their groups (tutors as well as participants).

By clicking on «Close» you can determine in several steps if catalog entries of your course shall be deleted, if tutors and participants shall be signed out of learning and right groups in your course, and if tutors and participants shall be notified of your actions by e-mail.

Changing the course status cannot be reversed.

6.5.10. Copy

Learning resources can be copied; therefore it is possible e.g. to use an old course structure for your next course. When copying a course its structure, folder content, its HTML pages and group names (but not the members) will be adopted. User data such as forum entries, group members, etc. not. As owner of a learning resource you can determine (section **«Modify settings»** (Page 22)) if your learning resource can be copied by other OLAT authors as well.

6.5.11. Delete

Only learning resource owners have the permission to delete that resource. A learning resource can only be deleted if it is not used within a course at that moment. When deleting imbedded learning resources (e.g. in a test) you will get a message indicating the relevant course. First you have to delete the course element «Test» in that course to be able to delete that test in learning resources.

When deleting a course its user data (e.g. test results) will not be deleted but archived as Excel file in your **personal folder** (Page 10) .

6.5.12. Manage Owners

As author of a learning resource you can appoint other OLAT users as owners (co-authors) of your learning resource. These owners will hold the same rights you do.

Use **right groups** (Page 16) if you do not want others to have all of your rights to that course. It is possible to grant only certain privileges, e.g. using the course editor.

7. Learning Activities in Courses

In this chapter learning activities within a course will be explained from the participant's point of view. Here you will get information on working with course elements or using additional course features. Frequent sources of errors and error reports will be commented on.

In the section **«How to Find Learning Resources (OLAT user)»** (Page 20) you have already gotten information on how to find an OLAT course. Please select from your search results the link in «Title of learning resource» to get to the course view.

Set a bookmark. On your right you will find the corresponding link in the box «Learning resources» in the detailed view as well as in the box «General» in your course view. When opening that course for the next time you do not have to go to learning resources first; just use the course bookmark in your **Home** (Page 10) .

7.1. Working With Course Elements

In the following you will get a list containing the most important course elements you can use for your course. Perhaps you want to use several course elements of the same type or you want to use other terms for that elements. For your orientation please refer to the icons to recognize the element's type.

7.1.1. Enrolment

In many courses you have to enroll first. There are one or more groups to choose from. Select the link «Enrolment» to become a member of a group. Per registration element only one group enrolment is allowed. Such an enrolment is followed by the appearance of the box «My **learning group** (Page 14) » on your right.

Perhaps the number of members is limited per group. If there are no more vacancies you can have the possibility to put your name on a waiting list depending on the course configuration. You will automatically move up as soon as a group member leaves that group for good.

Most of the time you can delist from a group you have registered before. If this is not the case the course author has not permitted to delist oneself; you will have to contact that author if you do not plan to participate any longer.

7.1.2. Forum

The forum is used most of the time for exchanging information among course participants or for contacting the course author.

Upload a photo in your Home, section «Settings» in the tab «Profile.» Instead of a standardized image your personal photo will then appear next to your forum entries.

Opening a Topic
If you want to write a new message in your forum just select «Open new topic.» Title and contribution are mandatory. You can also attach a file. It is possible to edit or even delete your message later on--provided that no one has already sent a reply to your message.

Answering Forum Contributions
If you want to reply to an existing message in a forum just open its topics by clicking on its title. Then select «Reply with quotation» if you want the original message to appear underneath your contribution. Select «Reply without quotation» if you only want your message to appear. You can attach a file as well. It is possible to edit or even delete your contribution later on.

Moderating a Forum
When having the permission to moderate a forum you will learn more about additional options in the chapter «Course Elements and Course Editor,» section «**Forum**» (Page 44) .

Archiving a Forum
When archiving a forum any contributions will be zipped along with their attachments before storing them in your personal folder.

Subscribing to Forum Notifications
In order to be kept informed on new forum entries it is best to select «Subscribe to notifications» in the overview of threads. Modifications will be announced via e-mail or can be seen in your Home, section «My notifications».

7.1.3. File Dialog

In the file dialog course participants can discuss a certain document, e.g. the draft of a seminar paper, a picture or a concept. There is a forum to each uploaded document.

Uploading Files
Select «Upload file» to transfer your own file. In order to have a look at that file just click on the file's name. It will open in a new window. If it is not possible to upload files it may be that your course author has not provided you with the right to do so.

Files uploaded by mistake can only be deleted by the course author.

Opening Topics and Answering Forum Contributions
In order to take part in discussions just click on the link «Show» next to the file name. Now it is possible to open new topics or to reply to contributions as stated in the section «**Forum** (Page 24) ».

Subscribing to File Dialog Notifications
To be kept informed on new documents in file dialogs you can either click on «Subscribe to notifications» on the overview page or you can subscribe to each notification regarding dialogs and new entries. You will receive an e-mail relating to any modifications or just find those in your Home, section «Notifications.»

7.1.4. Test

A test is meant for efficiency controls within a course. Its result will be stored and the course author is able to assign it to the corresponding person.

Click on «Start» to begin with the test. According to its configuration you may pause and continue later on. It depends on the test's settings if you can cancel it without storing any results achieved so far. Finally click «Finish test» to save your results. All these options are available in the form of buttons on your top right.

The course author decides how often you may take that test and how often you may try each single question. According to the configuration of the test it is allowed to use the navigation or not. If not, you will have to respond to one question after the other.

It is also the course author who determines when and how detailed you will get your test results.

When finishing or cancelling your test you should click on the button «Close» on the upper right to get back to that test's homepage.

7.1.5. Self-test

Contrary to tests, results of self-tests will be stored anonymously. Self-tests are suitable for practicing and can be taken as often as you like.

Click «Start» to begin with your self-test. Similar to **tests** (Page 25) it is the course author who determines the self-test's configuration.

When finishing or cancelling your self-test you should click on the button «Close» on the upper right to get back to that test's homepage.

7.1.6. Questionnaire

Questionnaires are used for evaluations or opinion polls. Each questionnaire can only be filled in once. Its results will be stored anonymously.

Click on «Start» to begin with your questionnaire. Similar to **tests** (Page 25) it is the course author who determines the questionnaire's configuration.

When cancelling your questionnaire you should click on the button «Close» on your upper right to get back to that questionnaire's homepage.

7.1.7. Wiki

Wikis are suitable for easily creating joint content. Each Wiki has a homepage, the so-called index, a Wiki navigation, as well as the tabs «Open discussion,» «Edit page,» «Show page,» and «Show versions» on top of its content.

Wiki Navigation
In the Wiki navigation on your left you can start searching for a specific term in the section «Search.» If there are no hits you can extend your search to your course or to OLAT as well. In the section «Navigation» you will find pre-set links. Owners of Wikis (most of the time these are course authors) are able to adapt the section «Wiki menu» and add their own links. In the section «Progress» you will see those five Wiki pages you have visited last. So you can easily get back to a previously visited page.

By means of the link «From A-Z» you will get to the table of contents of all Wiki pages. At a glance you will know what already exists.

Modifying the Content of a Wiki Page
In order to add content you have to navigate to the relevant page and activate the editing mode via the button «Edit page.» In the tool bar of your Wiki there are various formatting options at your disposal. It is also possible to include pictures, media links, mathematical formulas, internal or external links. These options as well as the Wiki syntax will be further explained in the context-sensitive Help.

In order to add a file you have to upload it first via the drop-down menu «Upload file» at the bottom of your page. Navigate to the relevant position on the Wiki page. Then select your file via «Insert file» and click «Save.» Links to other Wiki pages will be set by means of the button «Insert link.»

Creating and Deleting Wiki Pages
The easiest way to create a new page is to search for a page title in the navigation via the search mask; click «Search» and open the red link. Another possibility is to create a link to your new page directly from an existing page. For that purpose please use the following Wiki syntax: Two opening squared brackets, page title, two closing squared brackets. Example: `[[link name]]`.

Articles written on your own can be deleted in the tab «Edit page.»

When deleting a page all its versions will be deleted as well. It is therefore not possible to restore deleted pages.

Viewing Versions
By means of the button «Show versions» you can retrace who has modified a page in OLAT, how and when exactly. Contact the Wiki owner (often the course owner) if content has been deleted. Only he will be able to restore an earlier version of that Wiki page.

Subscribing to Wiki Notifications
Subscribe to notifications to be kept informed on Wiki modifications. You will be notified by e-mail or in your Home, section «Notifications.» A list with the latest amendments can also be found in the Wiki navigation.

Exporting Wikis
In the section «Tools» you can export your Wiki by means of the link «Export as CP» in order to archive a snap-shot of the entire Wiki content in your **personal folder** (Page 10) .

Your Wiki will be exported as IMS Content Packaging. It is only possible to import it as CP learning resource (authors) or to take a look at it offline. Importing it as Wiki is not an option. If you want to import a file as Wiki you have to export it first from learning resources (detailed view).

7.1.8. Podcast

A podcast provides information in the form of audio or video files. These so-called episodes can either be accessed directly in OLAT or you can upload such episodes to local portals such as iTunes. After that you can copy them to your mobile device.

In order to create new episodes you have to be authorized by a course author. Each OLAT user has the right to comment on episodes and to assess them by means of 1 - 5 stars. In order to write a comment or read other comments you should click on the link «Comments.»

Subscribe to notifications of your podcast if you do not want to miss any new episodes. You will be notified of new ones via e-mail or find those in your Home, section «Notifications.»

7.1.9. Blog

Similar to a podcast a blog serves to provide new content. You can include text as well as pictures or movies in your contributions.

Each OLAT user has the right to assess or comment on blog entries. Such entries can be assessed by means of 1 - 5 stars. It is also possible to see assessments of other blog readers. In order to write a comment or read other entries you should click on the link «Comments.»

Blog entries can only be created if a course author has provided his authorization. Just click on «Create new entries» to write a new blog entry. You can either publish this entry directly, determine a date for its publication or save your entry as a draft.

Subscribe to notifications of your blog if you do not want to miss any new entries. You will be notified of new ones via e-mail or find those in your Home, section «Notifications.»

7.1.10. Folder

In folders courseware is stored. In general only course authors are allowed to upload files; course participants can only read files stored in folders. Subscribe to notifications of a folder to be notified in case there are new documents. Modifications are sent to you by e-mail or can be found in your Home, section «Notifications.»

If course participants are also allowed to upload files they will find a corresponding button on their top right. In order to store those files in a structured way it is possible to create subfolders. If you are allowed to upload files you will also be able to delete files in folders. If you want to prevent others from deleting your files you should click on the icon «Meta data» in the tab containing all files in folders before locking your file.

If you want to upload many files at once, you can zip your files on your computer, then upload those ZIP files before unzipping them in the OLAT folder. ZIP files can also be used to download several files at once. Just create a ZIP file in the OLAT folder before uploading it to your computer.

7.1.11. Assessment

The assessment is meant for evaluating achievements not handed in electronically. Course authors or tutors can assess e.g. a presentation by means of passed/failed, by means of a score or an individual comment. You will receive an e-mail whenever there is a new assessment.

7.1.12. Tasks

By means of the course element «Task» you can create exercises to be handed in electronically before being assessed by a tutor. You will receive an e-mail whenever there is a new assessment. It may be that you aren't able to see all of the sections mentioned below since there are unused features regarding your task.

Downloading an Assigned Task
According to your configuration there are one or more tasks of your choice at your disposal in the section «Assignment» or a task will be assigned to you automatically. If the title of a task file is linked along with several tasks it is possible to first have a look at a task before selecting it. If there is only the link «Select» it is not possible to have a look at it first. If a task has been selected or assigned automatically click on «View task» to see it on display.

Uploading Solutions to the Drop Box
If you have performed a task and saved it on your computer or in your personal folder you can transfer it to the drop box. In the section «Drop box» you can see how many files you have already handed in. You can hand in as many files as you want but it is not possible to delete those files later on.

Downloading Solutions and Comments from the Return Box
In the return box you will find those files your tutor has returned. Any comments can be seen either in the section «Assessment» at the bottom or directly within your file.

Viewing Sample Solutions
It is possible to add a sample solution to your task; the course author can determine when that sample solution will be visible. Just click on the file name to download a sample solution.

Reading Tutor Assessments
You will get an e-mail as soon as your tutor has made an assessment. Assessments can vary. You can be assessed by means of passed/failed, by means of a score or an individual comment.

7.1.13. Portfolio Task

By means of the course element «Portfolio task» you can collect tasks allocated by course authors before documenting and reflecting on your learning progress.

Just click on «Collect portfolio task» to have a look at that task before embedding required artefacts into predefined folders. If a course author does not set any limitations you will be able to configure your folder as you like. It may be that the author has defined a certain deadline that should be kept in mind.

After collecting your portfolio tasks you will find them in your Home, section «ePortfolio,» «My portfolio tasks.»

In order to submit your solutions just click on «Submit task.» After handing in your task a course author or tutor will be able to assess you.

7.1.14. Topic Assignment

In the topic assignment topic authors provide others with topics e.g. for writing term papers. Depending on your configuration you can either select one or more topics, upload files and look at files returned to you by the topic authors. Perhaps you will not be able to see all the sections mentioned below since in your topic assignment not all features are active.

If you are authorized by the course author to act as topic author you can announce a topic. For further information on accepting and supervising participants please go to the chapter «Course Elements and Course Editor,» section «**Topic author**» (Page 48) .

Selecting Topics
As course participant you will see any announced topics in a table. When clicking on that topic's title you will get further details regarding dates or links to files attached. Depending on your configuration you can choose between one or more topics. The course author is the first to determine if your selection should be accepted or if the person in charge has to accept your application as a start. As soon as your selection is definite you will see a corresponding entry in the table. On your top right you will find a link to your learning group with the title of your topic. If the person in charge has accepted your application it will no longer be possible for you to sign out; in that case you have to ask the person in charge to do that for you.

Uploading Files to the Drop Box
Click on the topic's title. In the tab «Folder» you will find the drop box. Depending on your configuration you will only be able to upload files within a certain period of time since there is a deadline to meet. For further information on deadlines please go to the tab «Description.»

Downloading Files from the Return Box
In the tab «Folder» you will find files in the section «Return box» the topic author has returned to you.

7.1.15. E-mail

By means of an e-mail you can get in touch with your course author. Just fill in the field «Subject» and «Message» before sending your e-mail via OLAT.

7.1.16. Calendar

The course element «Calendar» offers an alternative view on the **course calendar** (Page 30) that can be selected on your right in the box «General.» A course author can predefine a date for your calendar view, e.g. a particular week, and appoint a time for certain events during that week.

7.2. Additional Course Features

Within a course there are a number of additional course features at your disposal the course author can activate or deactivate according to his needs.

7.2.1. Course Calendar

A course author can embed a course calendar to administer events and dates regarding his course. The link to such a course calendar can be found at your right in the box «General.» The calendar will open in a new window.

Only course authors are allowed to add events to the course calendar. Click on the button «Add to personal calendar» so that your deadlines will show in your **personal calendar** (Page 9) . Just select the course calendar from your personal calendar list.

By means of the icon iCal in the calendar list section you can integrate your course calendar into other calendars.

7.2.2. Glossary

If your course author uses a glossary in your course you will see its link on your right in the box «General.» The glossary will open in a new window. If you want to use it within your course activate that glossary in the tab «General.» If a term from the glossary is used e.g. in a Wiki its definition will be displayed when moving your cursor over that term.

If you follow the link to the glossary you can print the relevant page along with all glossary entries.

7.2.3. Notes

It is possible at any time to make notes to an OLAT course. On your right in the box «General» you will find a link to personal notes.

These notes can later be edited in your course or in your Home, section **«Notes»** (Page 10) .

7.2.4. Evidence of Achievement

An evidence of achievement is a confirmation of an existing efficiency control, e.g. taken tests or assessed tasks. If a course author has activated the evidence of achievement option, if there are assessable course elements, if you have already taken a test and if that test has been assessed you can see on your right the box «General» along with your evidence of achievement.

All your evidences of achievement will be listed in your Home, section **«Evidence of achievement»** (Page 10) . It always opens in a new window and is printable.

7.2.5. Course Chat

If the course author has activated the course chat you will see in the box «General» a link to the chat room; you can enter any time. Just click on «Connect to course chat» before clicking on «Enter course chat.» At first you will always be anonymous. Above the text field there is the possibility to put your user name on display.

General chat features will be further explained in the section **«Chat»** (Page 12) .

7.3. Course Problems and Error Messages

If you cannot open a course or single course elements it may be that the course author has not given you the relevant rights or the course is being updated at that very moment.

7.3.1. Course Authorization

Given the case that you have just found an interesting course in learning resources and want to get to the course view. If you are notified that you do not have enough rights to launch that course this means that the course is restricted to a certain learning group or to a certain period of time.

Perhaps you have been able to launch a course but later on you get an error message telling you that its authorization has been changed. This means that the course author has restricted the access in the meantime or closed that course.

In both cases please contact the course author to grant you access.

7.3.2. Authorization Regarding Course Elements

Perhaps not the entire content of a course is visible or you have no access to certain course elements. This means that the course author grants only particular learning groups access/visibility to that element or only for a certain period of time.

Contact the course author to explain why you do not have enough rights.

7.3.3. Course Modifications

When working on a course and getting the message that the course has been modified, the course author has just updated that course in the meantime. Click on the button «Close course and restart» to get to the updated course version.

7.3.4. Campus Course Not Visible

If it is not possible to see a certain course in the portlet «My campus courses» in your Home, there are a number of reasons:

1. You haven't booked that course via the module booking system yet or less than 24 hrs have gone by since your booking that module. Please book your course and wait at least 24 hrs before looking for that course again.
2. You are a licentiate student or guest auditor. Just look for your course as usual by means of the search mask in the tab «Learning resources».
3. If you still can't see your course, then send an e-mail to your IT support using your UZH e-mail address and provide the following information: exact course title (according to the university catalog) along with your OLAT user name (to be found at the bottom left after logging on in OLAT).

If the link to your course is shown grayed out, your lecturer hasn't created that campus course yet.

8. Creating Courses

This chapter is meant for course authors and tells you how to create your own course. There are two possibilities to create and publish your course in no time. You can either work with the Wizard to create courses or use the course editor and follow our step-by-step guide. In addition you will find information on advanced course settings. Further details regarding course elements and editor can be found in the chapter**«Course Elements and Course Editor»** (Page 38) .

8.1. General Information

OLAT courses can represent lectures, seminars, group puzzles or problem-based learning. A maximum of flexibility is guaranteed by using any number of course elements in any order of your choice; therefore it is easy to realize your didactic concept.

8.2. Requirements

You have a certain didactic concept in mind and know what your course participants' learning target is. You have already adapted your learning content to be used on a learning platform in electronic format (HTML pages, Word files, **CPs** (Page 18) , etc.).

Now you can apply for author rights at your OLAT **support team** (Page 4) and get started!

8.3. Just a Few Clicks and the Course Wizard Will Create Your OLAT Course

There is a new Wizard to help you create courses. This Wizard is meant for course authors who prefer to use only the most popular course elements in OLAT without having to deal with the entire range of features available in the course editor.

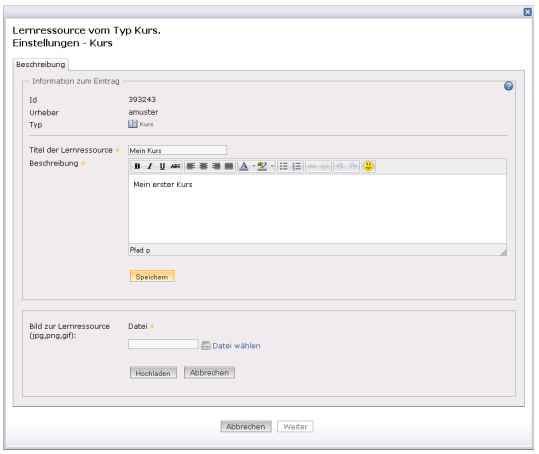
By selecting «Course» in the tool box «Create» inside the tab «Learning resources» you will get to this course Wizard. Just indicate title and description, click on «Next» after saving your settings. Then select «Create basic course with Wizard.» Just follow the instructions to have your course created.

Your course can now be found in the tab «Learning resources,» section «My entries» where you can edit it anytime within the course editor.

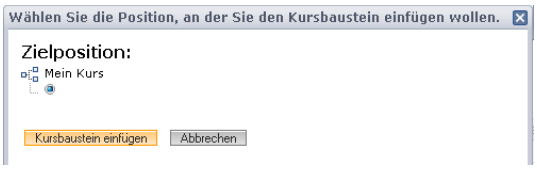
8.4. Six Steps to Your Course With the Course Editor

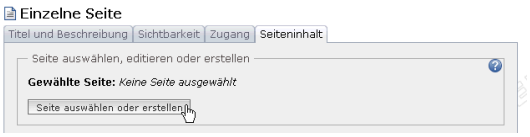
If you would like to get to know how to use the course editor the following chapter will provide you with useful information. Having reached the end of our illustrated guide you will have created a course similar to the one created with the Wizard. However, in contrast to the Wizard you will have made yourself familiar with the features of the course editor and will therefore be able to edit courses or create more complex ones later on.

Step 1: Start course editor	
1	Open the tab «Learning resources» in the main navigation.
2	Select «Course» in the tool box «Create» on your right.
3	Insert title and description and save your settings.
4	Click on the button «Next».
5	Start course editor.



Step 2: Insert welcome page	
1	Select «Single page» in the tool box «Insert course elements» on your right and paste it at a position of your choice.
2	Indicate a short title in the tab «Title and description» and save your settings.
3	In the tab «Page content» click on «Select or create page».
4	Indicate the file name of the HTML page to be created (e.g. «welcome») and click on «Create».
5	Write a welcome message.
6	Click on «Save and close».

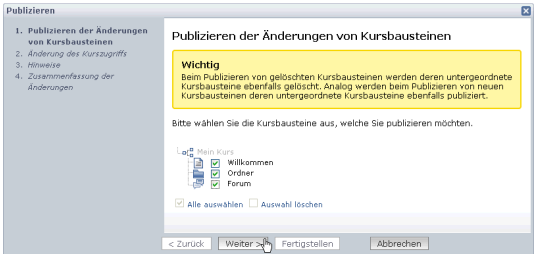


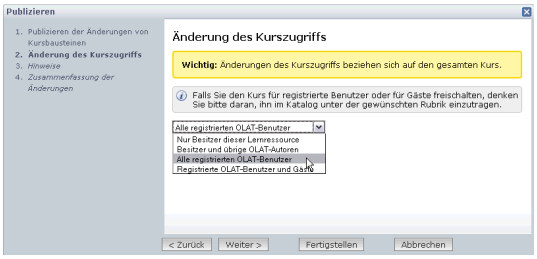


Step 3: Insert folder for courseware before uploading documents from your computer	
1	Select «Folder» in the tool box «Insert course elements» on your right and paste it at a position of your choice.
2	Indicate a short title in the tab «Title and description» and save your settings.
3	Click on «Open folder» in the tab «Folder configuration».
4	Select the link «Upload file.»
5	Search for a document on your own computer and click «Upload».

Step 4: Insert discussion forum	
1	Select «Forum» in the tool box «Insert course elements» on your right and paste it at a position of your choice.
2	Indicate a short title in the tab «Title and description» and save your settings.

Step 5: Publish and activate your course	
1	Select «Publish» in the tool box «Editor tools» on your right.
2	Click on those course elements you want to publish.
3	Click «Next».
4	Select «All registered OLAT users» in the pull-down menu, section «Modification of course access».
5	Click «Finish».
6	Select «Close editor» in the box «Editor tools.»




Publizieren
1. Publizieren der Änderungen von Kursbausteinen
2. Änderung des Kurszugriffs
3. Hinweise
4. Zusammenfassung der Änderungen
Änderung des Kurszugriffs
Wichtig: Änderungen des Kurszugriffs beziehen sich auf den gesamten Kurs.
Falls Sie den Kurs für registrierte Benutzer oder für Gäste freischalten, denken Sie bitte daran, ihn im Katalog unter der gewünschten Rubrik einzutragen.
Alle registrierten OLAT-Benutzer
Nur Besitzer dieser Lernressource
Besitzer und übrige OLAT-Autoren
Alle registrierten OLAT-Benutzer
Registrierte OLAT-Benutzer und Gäste
< Zurück
Weiter >
Fertigstellen
Abbrechen

Now your course is visible for OLAT users and can be used.

Step 6: Integrate course in the catalog (so that course participants can get faster access)	
1	Open the tab «Learning resources».
2	In the menu on your left click on «Catalog».
3	Navigate to a suitable category.
4	In that category select «Learning resource» in the tool box «Add».
5	Search for your course and click on the link «Select».
6	Optional: Adapt title and description by means of the link «Edit».
7	Save your settings.

Your course is now available in the catalog and course participants can find it in the corresponding category.

8.5. Creating a Campus Course

In the portlet «My campus course», members of the Faculty of Philosophy, Theology, Science, and the Faculty of Economics at the University of Zurich will see their courses according to the university catalog. Lecturers can create campus courses corresponding to their courses with just a few mouse clicks. Campus courses and the module booing system are synchronized daily. Students will therefore be enrolled automatically in campus groups as can then be seen in their Home.

Just click on «Create course» in the portlet «My campus courses». You can choose if you want to create a campus course as a standard one along with download folder and the possibility to communicate or if you prefer a campus course based on one of your own courses.

Standard courses are available immediately after being created. All you have to do is upload your documents to the corresponding folder.

If you have already created your own successful courses you can create campus courses based on one of those. In contrast to the first option this new course will not be published and activated automatically. You should therefore always open the course editor before publishing your course and granting access.

If you want to offer a certain course for more than one semester, it is also possible to alternatively choose a campus course already existing before continuing that one. Therefore, you won't have to create a new course. Your «old» campus course will just receive the title of the current semester; its description will be adapted accordingly. In addition, you as well as your students will be able to see your new campus course along with the one continued in your Home. In contrast to the options 1 and 2, students won't be enrolled automatically in such continued campus courses. Students from the previous semester will still be enrolled; however, it is possible to add students or remove them from groups manually.

It is possible to modify campus courses in the course editor according to your needs. These modifications have to be published later on.

At the moment, campus courses are only available for members of the Faculty of Philosophy, Theology, Science, and the Faculty of Economics at the University of Zurich.

8.5.1. Your Standard Course in Just a Few Mouse Clicks

When creating a campus course as a standard one, your course will be immediately published and activated. Your course's language depends on the one indicated in the university catalog. The following four languages are available: German, French, Italian, and English.

In order to create a standard course, just click on the button «Create course» right next to the course needed within the portlet «My campus courses». Select «Create standard course with download folder and communication tool». Then click on «Create campus course». You will get to the course view of the course just created. Now you can upload your documents to the corresponding folder.

8.5.2. Creating a Campus Course Based on One of Your Own Courses

If you have already created courses successfully, it is possible to create a campus course based on one of your own courses. Your course will be copied before receiving its title according to the course indicated in the university catalog. A learning area as well as learning groups will be added to your new campus course. Students will be automatically enrolled in such learning groups.

In order to create a campus course based on one of your own courses, just click on the button «Create course» right next to the course needed in the portlet «My campus courses» of your Home. Select «Create campus course based on your own course». Then select the course you want to use from the table before clicking on «Create campus course». You will then be forwarded to the course editor. In contrast to standard courses, campus courses created based on your own ones will not be published or activated automatically. Therefore, you have to publish and activate your course on your own.

When setting your visibility and access rules please consider adding campus groups as well, to ensure that students can access your contents. Then you can publish and activate your new course (recommended setting: «All registered OLAT users and guests»).

8.5.3. Continue campus course of previous semester (for courses extending over several semesters)

If you want to offer a certain course for more than one semester, it is also possible to alternatively choose a campus course already existing before continuing that one. Therefore, you won't have to create a new course. Your «old» campus course will just receive the title of the current semester; its description will be adapted accordingly. In addition, you as well as your students will be able to see your new campus course along with the one continued in your Home.

In order to continue a campus course for more than one semester, just click on the button «Create course» in the portlet «My campus courses» of your Home--right next to the course you want to continue. Then select «Continue existing campus course with students from previous semester». Choose the campus course to be continued from the table before clicking on «Continue campus course». You won't create a new course. The campus course selected will just be adapted regarding its title and description; it will afterwards be visible in the portlet «My campus courses» of your Home.

In contrast to the options 1 and 2, students won't be enrolled automatically in such continued campus courses. New students have to be added manually within campus group B. Students from the previous semester no longer participating must be removed manually from campus group A.

8.6. Additional Settings in the Detailed View

In the detailed view of a course you can modify your course description or other settings; you can activate additional course features and appoint other course owners.

8.6.1. Display of Detailed View

There are two possibilities to get to the detailed view. To change from a course to the detailed view you have to select the link «Detailed view» in the tool box «General» on your right. To change from learning resources to the detailed view just select the link «Detailed view».

Actions that can be performed in the detailed view are valid for all learning resources and will be explained further in the section **«Detailed View of Learning Resources»** (Page 21) . In the following you will get information on course-specific features of the detailed view. Select the link «Modify settings» in your «Learning resource» tool box to activate or deactivate certain course features.

8.6.2. General Information

In this tab you determine what other OLAT users can do with your course. «Copying possible» means that your course can be copied. The option «Referencing possible» is not relevant for courses; in other learning resources (e.g. the glossary) it means that other course authors could implement those resources in their own courses. «Execution possible» indicates that the course view can be started. «Export possible» says that your course can be downloaded. Options selected will only be accessible for those user groups you have indicated in the field «Access have.» With the exception of «Execution possible» all other options require author rights.

8.6.3. Log Files

Indicate in this tab if OLAT should create log files for your course and decide upon their level of detail. How to download log files and what information these files can have will be explained further in the section **«Record of Course Activities»** (Page 79) .

8.6.4. Course Chat

When creating a new course an active course chat is default. Possible scenarios in a course and further details on chat rooms are explained in the section **«Course Chat»** (Page 78) . If you do not want to use a course chat you can deactivate it in this tab.

If you want to record chat protocols we recommend using an external chat client. For more information please go to **«Using External Chat Clients»** (Page 87) .

8.6.5. Layout

If you plan to present your course in a special layout you can upload a file here along with your course-specific CSS classes.

8.6.6. Resource Folders

Resource folders (Page 19) are suitable for using the same files in several courses at once. First you create such a resource folder in learning resources. You will find its corresponding link in the tool box «Create» on your right. In the tab «Resource folder» you then select that resource folder you want to use in your course. The files stored there can be found in the **storage folder** (Page 49) of your course when selecting the sub-folder «_sharedfolder.» Only one resource folder per course is allowed.

8.6.7. Evidence of Achievement

An evidence of achievement is the confirmation of an efficiency control and represents taken tests or assessed tasks. If you want OLAT to create such evidences of achievement please activate this option in the tab. Course participants can retrieve their evidences of achievement in their Home, section **«Evidence of achievement»** (Page 10) , starting with the beginning of the course.

If you deactivate this feature your participants will no longer see their evidences of achievement. However, they are not lost; those evidences will only no longer be on display.

8.6.8. Calendar

When creating a new course an active course calendar is default. How to use that calendar is explained in section **«Course Calendar»** (Page 78) . If you do not want to provide a course calendar you can deactivate that feature in this tab.

8.6.9. Glossary

A glossary is there to explain your course participants certain scientific terms. If you want to use such a glossary in your course select a glossary of your choice in learning resources. First you have to create that glossary in learning resources before defining necessary terms. A glossary can be used in several courses. For further information please go to **«Glossary»** (Page 79) .

9. Course Elements and Course Editor

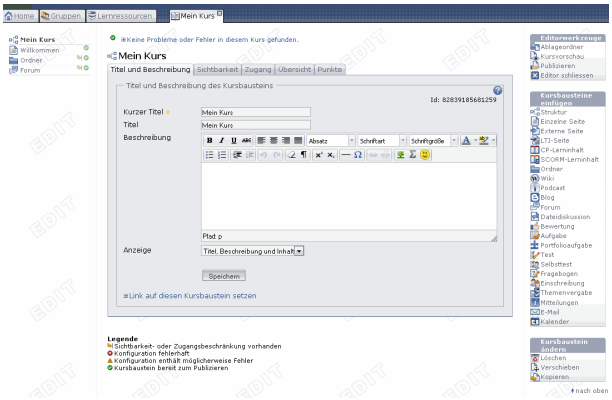
In this chapter course authors will learn more about adding and configuring course elements in the course editor. After giving general information on all course elements, further details on necessary configurations and on the use of single elements will be provided. Additionally it is illustrated how those three tools of the course editor work and what you can do with each course element.

First follow the instructions provided in the chapter **«Creating Courses»** (Page 32), if you have not created a course before.

9.1. General Configuration of Course Elements

9.1.1. Opening the Course Editor

The course editor is there to modify your course. You open it by clicking on the course's title in «My entries» in learning resources before selecting «Edit content» in the «Learning resource» tool box on your right. If the course view is already opened just select the link «Course editor» in the tool box «Course tools» on your right. You will recognize the activated course editor by the watermark «edit» in the background.



On your right in the tool box «Editor tools» you will find the link to three editor tools as well as the possibility to close the editor and get back to the detailed view or the course view, resp. The tool box «Insert course elements» provides a list of all available course elements. The third tool box «Modify course elements» contains further actions regarding course elements (e.g. delete).

9.1.2. Adding Course Elements

A course can comprise any number of course elements. In a course you can use several course elements of the same type; they can be nested as well.

Click on the course element of your choice in the tool box «Add course element» on your right and select the position where you want your element to be inserted. Now you can configure your new course element.

In the course navigation you will see most of the time a symbol next to each course element indicating its characteristics or pointing out any missing or wrong settings. In the bottom part of the screen you will see the corresponding explanations to those symbols.

9.1.3. Configuration of Title and Description

Each course element always comprises the tabs «Title and description,» «Visibility,» and «Access.» In addition there are one or more tabs to configure your course element individually.

In the tab «Title and description» you can describe your course element further. The field «Short title» is mandatory. This short title serves as labeling of your course element in the course navigation and is restricted to 25 characters.

The content in the field «Title» serves as additional description of your course element and appears on the course's homepage as sub-title if you have selected «Automatic overview» in the tab «Overview.» This title will also be displayed when moving the cursor over the element's short title in the course navigation.

Avoid using slashes or full stops in the fields «Short title» and «Title.» These special characters can cause problems when archiving courses later on.

In the field «Description» you can provide detailed information on your course element. That description will appear on the course homepage if you have selected «Automatic overview» in the tab «Overview».

By means of «Display» you determine what course participants will see when clicking on a course element. A click on course elements such as «Single page,» «External page,» «CP learning content,» and «SCORM learning content» will result in displaying the default setting «Only content.» All other course elements will show «Title, description and content» by default.

There is the possibility to set links on each course element. Just click on «Set link for this course element» to have the external as well as the internal link of a course element on display.

In order to refer to a course element from outside your course you have to use an external link. In order to set links within a course you have to use internal links.

9.1.4. Configuration of the Tabs Visibility and Access

You can limit the access to course elements in two ways. If you want to limit a course element's visibility it will no longer appear in the course navigation. If you plan to limit its access it will still appear in the course navigation, however, when clicking on it your participants will get a message that this course element is not accessible.

In the tab «Visibility» there are four options: «Depending on date», «Depending on group», «Depending on assessment», and «Depending on attribute»; by means of these options you can determine who will see when and under which circumstances a certain course element in the course navigation. OLAT users excluded by those predefined rules will not be able to see certain course elements. You can e.g. determine that registration is only possible within one week (option «Depending on date») or you can grant access to a particular folder only to registered course participants (option «Depending on group»). You can provide a questionnaire only for those course participants who have passed a test (option «Dependening on assessment») or you can offer additional documents only for course participants of a certain field of study (option «Depending on attribute»). In order to exempt course authors and tutors from these rules you have to deactivate the option «Apply rules for owners and tutors».

In the tab «Access» there are the same four options mentioned above: «Dependening on date,» «Depending on group,» «Depending on assessment,» and «Depending on attribute;» by means of these options you determine who will be able to access when and under which circumstances a certain course element. OLAT users excluded by those predefined rules will see certain course elements but will not be able to open them. In order to exempt course authors and tutors from these rules you have to deactivate the option «Apply rules for owners and tutors».

If a course element is visible but not accessible you can provide an explanation for excluded users in the tab «Visibility» to clarify your reasons.

All restrictions on course elements will also apply to their sub-elements. This means that if you restrict the top course element's visibility that rule will also apply to your entire course elements.

9.2. Access Restrictions in the Expert Mode

9.2.1. Use of Expert Rules

In case of more complicated visibility or access rules you can also use the expert mode. You can e.g. limit a course element's access to a specific user name. It is also possible to interrelate several restrictions to each other. Just click on «Display expert mode» in the tabs «Visibility» and «Access» in order to define your expert rules in the box provided.

9.2.2. Configuration of Expert Rules

Expert rules certify if there is an attribute with a specific value.

Attribute	Description	Example Expert Rule
isGuest	accessible only for guests	isGuest(0)
isCourseCoach	available only for users tutoring a learning group	isCourseCoach(0)
isUser	available only for one specific user	isUser(«pmuster»)

In the tabs «Visibility» and «Access» there will be more examples of expert rules within the context-sensitive Help.

There are various options to interrelate single rules to each other. The two most important operators to combine attributes are:

- AND conjunction: &
- OR conjunction: |

Please note that an OR conjunction precedes an AND conjunction. In order to handle an AND conjunction first you have to use brackets.

Example: The expert rule (inLearningGroup(«Participants IntensiveCourse») & isCourseCoach(0)) means that either participants of an intensive course or all tutors of learning groups will have access to a course element.

9.2.3. Use of AAI Attributes

By means of AAI attributes you can set access rules within a course to make sure that only course participants with specific user attributes (e.g. members of a certain organization) will have access to your course material. AAI means «Authentication and Authorization Infrastructure» and allows university members to use systems of other participating institutions with only one user name and password. For further information please go to **Switch** (http://www.switch.ch/de/aai/) .

Available attributes and possible values are described in the **AAI Attribute Specification** (https://www.switch.ch/aai/docs/AAI_Attr_Specs.pdf) (in English). The two most common attributes can be found in the following table along with examples of their corresponding expert rules:

Attribute	Description	Example Expert Rule and Explication
swissEduPerson-HomeOrganization	University or home organization	hasAttribute ("swissEduPersonHomeOrganization", "uzh.ch"): only members of the Zurich University will get access.
swissEduStudyBranch3	Field of study, 3rd classification	hasAttribute ("swissEduPersonStudyBranch3","6400"): only veterinary medicine students will have access.

For further fields of study please go to the **List of University Study Branch Codes** (http://www.switch.ch/aai/support/documents/studybranch.html) ; home organizations can be found in the **List of all Home Organizations** (http://www.switch.ch/aai/participants/allhomeorgs.html) .

In case course participants have problems when accessing course material restricted by AAI attributes you can check if these AAI user accounts correspond to the attributes required by the access rules. Just ask the user to log on via the **AAI Attribut Viewer** (https://aai-viewer.switch.ch/) before sending you a screenshot. There you will see if there are any attributes and values. Not all home organizations will provide their staff with each and every AAI attribute. Please clarify this with those home organizations that are concerned.

Registered users without appropriate attributes can be accepted in learning groups; you can then adapt your expert rules accordingly by means of the following rule: (in LearningGroup("[group name]").

9.3. Types of Course Elements

9.3.1. Course Element: Structure

The course element «Structure» serves to arrange your course. By default it offers an automatic overview of all sub-elements along with short title, title, and description. Use this course element to arrange your course content and/or to clearly separate your modules.

By means of the course element «Structure» you can determine to put either an automatic overview, an automatic overview with preview or your own HTML page on display. All necessary configurations are made in the tab «Overview.» When selecting «Automatically generated overview incl. preview» you can choose up to ten subordinate course elements whose preview will appear in one or two columns. In OLAT there is even an integrated HTML editor at your disposal if you want to design a HTML page according to your needs (e.g. a welcome page).

Each new course contains the course element «Structure» as top element in the course navigation; you cannot delete it, nor move it, nor convert it into another type of course element.

In addition you can combine the status of assessable course elements («Task,» «Test,» «SCORM learning content,» «Assessment») in the course element «Structure.» According to the display of your choice you have to select in the tab «Score» the corresponding option in the section «Calculate score?» or «Calculate passing score?». The option «Calculate passing score?» either depends on a minimum score defined by yourself or you can adopt the status «Passed» or «Failed» from the selected course element.

Use explicit short titles for all of your assessable course elements to be able to clearly distinguish them in the tab «Score.»

9.3.2. Course Element: Single Page

In the course element «Single page» you can insert various files in your course. It is possible to announce general information there such as your program or recommended literature regarding your course. There are three possibilities to embed a page's content in your course:

- Create new HTML page online
- Select any file from the storage folder
- Upload file in storage folder

Click on «Select or create page» in the tab «Page content.» If you have already embedded a file just click on «Replace page.»

Create your page content directly by means of the OLAT HTML editor. Indicate your file name in the field «New HTML page» before clicking on «Create.» The HTML editor will open and you can create your content as if using a word-processing program. Your page will then be stored in the storage folder.

Avoid opening or saving HTML pages that have been created by means of an external editor with the OLAT HTML editor; part of your formatting could be lost.

If you have already uploaded a file in your storage folder or if you have created one there you can embed this file by clicking on «Select page.» All files in the storage folder will be displayed.

In the section «Upload files in storage folder» you can upload files from your local computer, zipped or one by one, before embedding them. All file formats are allowed (e.g. doc, xsl, pdf, jpg, mp3).

In the tab «Page content,» section «Security settings,» you can determine if references in your HTML pages should only be possible to files of the same folder (along with its sub-folders) or if all files of the storage folder can be referenced. Detailed information on these options can be found in the context-sensitive Help of the tab «Page content.»

9.3.3. Course Element: External Page

By means of the course element «External page» you can embed web pages in your course navigation. The content of the page will be displayed in an OLAT window. It is recommended to use this course element when planning to include pages containing database queries (e.g. research tools, online exercises, etc.). It is only possible to link external pages via HTTP or HTTPS protocols.

First you have to indicate the URL to be referenced in the tab «Page content.» In order to see that linked page correctly there are the following four options to choose from: «Completely embedded» (source hidden), «Embedded (source hidden),» «Embedded (source visible),» and «New browser window» (source visible). More details regarding these options can be found in the context-sensitive Help in the tab «Page content.» For pages that require authentication you can provide the corresponding values in the fields «User» and «Password.»

If you are not sure which option is best in your situation you can try «Completely embedded» first to test the other alternatives till your page is displayed correctly.

You can allow your course participants to see the page content by clicking on a course element or you can provide a homepage alternatively. This homepage will then contain short title, title and description of that course element. You can find this option in the field «With homepage?».

9.3.4. Course Element: LTI Page

By means of the course element «LTI page» it is possible to integrate external learning applications in your course before having their content displayed in an OLAT window. LTI means «Learning Tool Interoperability» and is an IMS standard to embed external learning applications such as e.g. a chat, a media Wiki, a test editor, or a virtual lab.

Indicate the URL to be referenced in the tab «Page content» along with its key and password. When selecting this LTI page in the course navigation any user data, course information or keys will be transferred to the embedded application, password controlled and in the background. Your learning application will check access rights and grant access with a valid key.

9.3.5. Course Element: CP Learning Content

CP means «Content Packaging» and is an e-learning standard for learning content. Use the course element «CP learning content» to include learning content in the IMS CP format (IMS CP version 1.1.2) in your course. You can create CPs directly within OLAT; further information can be found in the chapter **«Creating CP Learning Content»** (Page 51) . Or you can create a CP externally.

In the tab «Learning content» just click on «Create, select or import CP learning content» in order to assign a CP to your course element or to create a new CP. CPs can either be imported to the course editor or by means of the tab «Learning resources;» further information can be found in the section **«Import»** (Page 21) .

To change the assignment of a certain CP learning content later on just click on «Replace CP learning content» in the tab «Learning content» before selecting another CP.

In the section «Display» you can determine how your learning content should be presented to course participants.

9.3.6. Course Element: SCORM Learning Content

SCORM means «Sharable Content Object Reference Model» and is another standardized e-learning format supported by OLAT. Use the course element «SCORM learning content» to include learning content in SCORM format (SCORM version 1.2) in your course. Your SCORM package has to be created externally.

In the tab «Learning content» just click on «Select or import SCORM learning content» to assign a SCORM learning content to your course element. Click on «Import» to upload a new SCORM package or select an existing SCORM package from your entries. SCORM packages can either be imported to the course editor or by means of the tab «Learning resources;» for further information please go to the chapter «Learning resources,» section **«Import»** (Page 21) .

In order to change the assignment of your SCORM learning content later on you have to click on «Replace SCOPRM learning content» in the tab «Learning content» before selecting another SCORM package.

In the section «Display» you can determine how your learning content should be presented to course participants. More detailed information can be found in the context-sensitive Help of that field.

SCORM learning content will always be presented with a homepage. If such content contains tasks as well as tests you will learn from that homepage more about your score and remaining attempts to take tests.

9.3.7. Course Element: Folder

In the course element «Folder» you can offer files to be downloaded. Often folders are used to provide course participants with scripts or slides regarding your course.

In general all course participants have the permission to download files from that folder. All course authors additionally may upload files. These preset rights can be adapted according to your needs in the tab «Access» of the respective course element.

For each course element «Folder» you can dispose of ca. 100 MB storage space. If you should need more please contact your OLAT support team.

If you want to use more than one folder, e.g. one for each course event, it is recommendable to introduce the course element «Structure» before subordinating your folders to that structure. All restrictions regarding visibility and access then have to be configured in the course element «Structure» only.

9.3.8. Course Element: Wiki

Use a Wiki to easily create learning content together with your course participants. A Wiki is suitable for doing group work; it can serve as documentation tool or as some sort of knowledge base for your studies and projects.

The course element «Wiki» helps you to embed a Wiki in your course. Just click on «Select, create or import Wiki» in the tab «Wiki learning content» to assign a Wiki already existing or to create a new one. The chapter **«Creating Wikis»** (Page 54) will tell you how to do so step by step.

In order to change the assignment of a Wiki later on click on «Replace Wiki» in the tab «Wiki learning content» before selecting another Wiki.

In general all course participants have read and write permission in a Wiki. Only those OLAT users who have created the Wiki or users appointed as owners are allowed to delete Wiki pages. These preset rights can be adapted in the tab «Access» of the respective course element according to your needs.

In the chapter «Learning Activities in Courses,» section **«Wiki»** (Page 26) , you will find more information on how to adapt the Wiki syntax, how to create new pages, and how to view different versions of a Wiki page.

9.3.9. Course Element: Podcast

The course element «Podcast» can either be used to easily provide others with your own audio and video files or with external podcast episodes in OLAT. Course participants will get access to episodes directly within OLAT; they can also upload episodes to portals such as iTunes before copying them to a mobile device.

Add the course element «Podcast» to your course. Create your podcast in the tab «Podcast learning content» before editing it. Determine at first if you want to integrate an external podcast or if you prefer to create episodes on your own. How to create a podcast step by step and further information on other configuration possibilities can be found in the chapter **«Creating Podcasts»** (Page 56) .

Only course authors and moderators are allowed to create podcast episodes by default. However, all course participants are able to comment on episodes and can assess them by means of 1 - 5 stars. In the tab «Access» it is possible to adapt these settings according to your needs.

9.3.10. Course Element: Blog

By means of a «Blog» you can inform your course participants on news in the form of texts or pictures. After embedding your course element it is possible to create new entries in the course view immediately.

The course element «Blog» serves to include a blog into your course. In the tab «Blog learning content» you can create a blog before editing it. You should determine first if you want to include an external blog or if you prefer to create new entries on your own. How to create a blog step by step and further information on other configuration possibilities can be found in the chapter **«Creating Blogs»** (Page 59) .

Only course authors and moderators are allowed to create blog entries by default. However, all course participants are able to comment on entries and can assess them by means of 1 - 5 stars. In the tab «Access» it is possible to adapt these settings according to your needs.

9.3.11. Course Element: Forum

By means of the course element «Forum» you can provide your course with the possibility to communicate online, e.g. to discuss questions regarding the course content among your course participants.

Generally all course participants have read and write permission in a forum. All course authors and tutors dispose of the option to moderate a forum additionally. These preset rights can be adapted in the tab «Access» of the respective course element according to your needs.

Moderators hold the following rights:

- Editing and deleting all posts in a forum; attaching files.
- Prioritizing threads (sticky): a certain discussion subject will always appear on top of a list.
- Closing discussion: it will no longer be possible to reply to a certain discussion subject.
- Hiding discussion: a certain subject will no longer appear in the forum list.
- Displaying discussion: hidden subject will be displayed anew.
- Filter for persons: on the forum's overview page posts of every single course participant can be displayed.
- Archiving forum: posts and attached files will be zipped before storing them in your personal folder.

A course author can also use the forum to notify course participants in the short term. Just configure your forum in the tab «Access» accordingly, i.e. that only course authors have write permission. Advise your course participants on subscribing to notifications of the forum to be informed of new posts.

In the chapter «Learning Activities in Courses» you will get further information on opening topics and replying to questions; see section **«Forum»** (Page 24) .

9.3.12. Course Element: File Dialog

The course element «File dialog» provides you with preset discussion forums; in contrast to an ordinary forum, dialogs here are explicitly based on certain documents. Use such a file dialog to let your course participants discuss e.g. scientific articles or papers.

In the tab «Forum/storage configuration» you can upload documents in the storage folder of your file discussion by clicking on «Upload file.» You can also determine if your file dialog should be included in your course or if it should be displayed in a new window.

In general all course participants have read and write permission in a forum and may upload or download files. All course authors and tutors additionally dispose of the option to moderate a file dialog. These preset rights can be adapted in the tab «Access» of the respective course element according to your needs. The right to moderate has already been explained in the section «**Course Element: Forum** (Page 44) .»

In the chapter «Learning Activities in Courses» you will get more information on how to upload files or how to open topics and reply to questions; see section **«File Dialog»** (Page 25) .

9.3.13. Course Element: Assessment

The course element «Assessment» is suitable to assess achievements not handed in electronically. You can evaluate manually e.g. presentations by course participants with passed or failed, with a score or with an individual comment. The course element «Assessment» serves to preconfigure the assessment of such achievements. Individual assessments can be inserted by using the assessment tool of your course.

According to your assessment you can preconfigure the display of a score, of a status or a comment in the tab «Assessment.» In the field «Information for all users» and «Information for tutors» you provide general information on how to assess achievements.

In order to assess a course participant personally that participant has to be member of at least one learning group of your course.

9.3.14. Course Element: Task

By means of the course element «Task» you can provide exercises to be handed in electronically before being assessed by a tutor.

To be able to assess course participants these participants must already be registered in a learning group! Otherwise those participants will not appear in your assessment tool.

In the tab «Sub-elements» you determine which of the following five sub-elements you want to select:

- Assignment: assign tasks to course participants.
- Drop box: this is the folder where course participants upload their solutions.
- Return box: this is the folder where course participants will find their tasks corrected.
- Assessment: create individual assessments for each course participant.
- Sample solution: provide course participants with sample solutions of their tasks.

How to create tasks step by step and further information on other configuration possibilities can be found in the chapter **«Creating Tasks»** (Page 61) .

How course participants will see the course element «Task» will be explained in the chapter «Learning Activities in Courses,» section**«Task»** (Page 28) .

9.3.15. Course Element: Portfolio Task

By means of the course element «Portfolio task» you can provide predefined portfolio templates to be filled by your course participants. Their tasks can then be submitted electronically and assessed by a tutor.

In order to assess course participants they have to be registered in a learning group first. Otherwise you will not be able to find that participant within your assessment tool.

By means of the tab «Learning content» you can create new portfolio templates or select a predefined one. How to create a portfolio task as course author will be explained in the chapter **«Creating Portfolio Tasks»** (Page 64) .

Additionally you can determine a deadline for your portfolio task in the tab «Learning content.» You can define a specific date or set a deadline in relation to that task's collection date. If the deadline is over your task will be retracted automatically; it will no longer be possible to perform that task.

By means of the assessment tool you will have the opportunity to change a deadline for a single user.

Optionally you can create a message to be displayed when clicking on the course element «Portfolio task» within your course.

In the tab «Assessment» you can preconfigure the display of scores, status, as well as individual comments. Within the fields «Hint for all users» and «Hint for tutors» you can provide course participants and tutors with general information on how to make assessments.

Information on how a portfolio element is seen and dealt with by course participants can be found in the chapter «Learning Activities in Courses,» section **«Portfolio task»** (Page 29) .

9.3.16. Course Element: Test

The course element «Test» is used to control achievements within a course. Course results will be archived in a personalized way. A test has to be imported or created first in the so-called IMS QTI format (version 1.2). If you have not generated a test before please follow the instructions in the chapter **«Creating Tests and Questionnaires»** (Page 70) .

By means of the course element «Test» you include that test in your course. In this course element, data regarding course participants will be stored (number of attempts, scores, detailed assessments). Click on «Select, create or import file» in the tab «Test configuration» to assign this course element to a test or create a new one.

If you want to exchange an embedded test, just click on «Exchange» in the tab «Test configuration» before selecting your new test. In case there are test results already existing, it is possible to download them to your personal folder.

Attention: In case participants are taking a test at that moment all their results will be lost since that test is not complete. All results achieved between replacing and publishing a test will be lost as well.

A test will always be started along with a homepage in your course. You can edit the content of this page in the section «Information (HTML page)».

In the section «Confirmation when Taking a Test» you can decide if course owner and tutors should be notified via e-mail in case there are new test results.

The presentation of results, etc. can be configured in the tab «Test configuration» as well. For more information please go to **«Display Options and Configuration»** (Page 73) , section «On the course level.»

Information on how to see test results can be found in **«Archiving Results of Tests and Questionnaires»** (Page 75) .

9.3.17. Course Element: Self-test

The course element «Self-test» is also used to control achievements in a course. In contrast to the course element «Test» self-tests are suitable to get practice; results of self-tests will be saved anonymously. Self-tests can be taken as often as needed. The course element «Self-test» contains learning resources of the type «Test.» Therefore it is up to you if you want to offer a test or a self-test. Your test has to be imported or created first in the so-called IMS QTI format (version 1.2). If you have not generated a test before please follow the instructions in the chapter **«Creating Tests and Questionnaires»** (Page 70) .

By means of the course element «Self-test» you embed your test in a course. In this element data regarding course participants are stored anonymized (number of taken tests, scores, detailed assessments). Just click on «Select, create or import file» in the tab «Configuration self-test» to assign your course element to a test or create a new one.

If you want to exchange an embedded test, just click on «Exchange» in the tab «Test configuration» before selecting your new test. In case there are test results already existing, it is possible to download them to your personal folder.

Attention: In case participants are taking a self-test at that moment all their results will be lost since that test is not complete. All results achieved between replacing and publishing a test will be lost as well.

A self-test is always started along with a homepage in your course. You can design its content individually in the section «Information (HTML page)».

The presentation of results, etc. can be configured in the tab «Self-test configuration» as well. For more information please go to **«Display Options and Configuration»** (Page 73) , section «On the course level.»

Information on how to see test results can be found in **«Archiving Results of Tests and Questionnaires»** (Page 75) .

9.3.18. Course Element: Questionnaire

By means of a questionnaire you can carry out online evaluations in your course, e.g. at the beginning to find out what your course participants expect. You can also process the results gained with statistic methods or evaluate your course at the end. Results will be stored anonymously. A questionnaire has to be imported or created first in IMS QTI format (version 1.2). If you have never generated a questionnaire before please follow the instructions in the chapter **«Creating Tests and Questionnaires** (Page 70) .

By means of the course element «Questionnaire» you embed a questionnaire in your course. Click on «Select, create or import questionnaire» in the tab «Questionnaire configuration» to assign that course element to a questionnaire.

If you want to exchange an embedded questionnaire, just click on «Exchange» in the tab «Questionnaire configuration» before selecting a new one. In case there are results already existing, you can download them to your personal folder.

Attention: In case participants are taking a questionnaire at that moment all their results will be lost since that questionnaire is not complete. All results achieved between replacing and publishing a questionnaire will be lost as well.

A questionnaire will always be started along with a homepage in your course. You can design its content individually in the section «Information (HTML page).»

The presentation of results, etc. can be configurated in the tab «Questionnaire configuration» as well. For more information please go to **«Display Options and Configuration»** (Page 73) , section «On course level.»

Information on how to download questionnaire results can be found in **«Archiving Results of Tests and Questionnaires»** (Page 75) .

9.3.19. Course Element: Enrolment

The course element «Enrolment» is used to let course participants enroll in learning groups. It is then possible to restrict access to certain documents or to assign group work. Just define in the tab «Configuration» in which learning groups participants will be able to enroll. When indicating a learning area this area will be offered to all learning groups. In case

you have not already created learning groups or in case you need more such groups you can perform this by clicking on «Select» and «Create» in the tab «Configuration.» For further information please go to **«Learning Groups and Learning Areas»** (Page 14) .

In the field «Delisting allowed» you can decide if a registered course participant should have the possibility to delist from a learning group. In the group management you can determine while editing learning groups if there should be a waiting list and if moving up automatically from that list should be possible.

It is not enough to only select learning areas in the tab «Configuration.» These learning areas have to be assigned to learning groups as well. You should make such assignments in the group management of your course. More detailed information can be found in the section **«Creating Learning Areas and Assigning Learning Groups»** (Page 15) .

If you want to restrict the visibility or access of course elements to registered course participants it is not advisable to configure the course element «Enrolment» as depending on groups; course participants would not be able to register at all.

9.3.20. Course Element: Topic Assignment

The course element «Topic assignment» is useful if you want to announce e.g. topics for term papers in your course before having them supervised. Course authors determine the detailed configuration of their topic assignment. This comprises e.g. who has the right to announce and supervise topics, how topics have to be described, or how many topics can be selected by one course participant. What makes this course element so special is the fact that not course authors but topic authors will announce and supervise such topics.

How to configure topic assignments
In the tab «Configuration» you determine first how many topics can be selected by one participant, if this selection is definite or if it has to be accepted by the topic author first. Furthermore you can add additional fields to describe a topic in more detail. This description will then be displayed in the table containing all topics announced. Here you can also determine if registrations and submissions shall only be possible within a certain period of time. In the tab «Sub-elements» you can choose if there should be a drop box as well as a return box in your topic assignment. Course participants will then upload their files to that drop box while topic authors will return those files by means of a return box.

How to appoint topic authors
In the tab «Persons in charge» you add those OLAT users who should be able to announce and supervise topics. These persons do not necessarily have to hold author rights.

If you remove a topic author who has already announced a topic he will still be able to supervise it. However, this person will no longer be able to announce new topics.

Role of topic authors
When being authorized by a course author to act as topic author you can announce as well as supervise topics. Just open the course view and navigate to your topic assignment.

How to create a new topic
Click on «Create new topic» and indicate its title as well as a description. Depending on the configuration of your topic assignment you can add further details to the topic's description, determine deadlines for registration and submission, decide how many course participants are allowed to select your topic, and upload additional files if needed.

How to configure topics
If you want to modify your configuration later on just click on the topic's title. Now you will be able to edit that topic, change its status from «Open» to «Closed» or vice versa, or delete that topic.

How to manage participants
If the configuration of your topic assignment requires that course participants have to be accepted by the topic author you will see on the home page of topic assignments the note «Check participant» in a table as soon as somebody has applied for your topic. Now open the tab «Topic assignment» and accept the application of your candidate(s). It is also possible to add or remove participants in this tab manually.

How to upload and return files
In the tab «Folder,» section «Drop box,» you will find all those files course participants have submitted. In the section «Return box» you can put files already corrected. There will be one sub-folder for each course participant.

9.3.21. Course Element: Notifications

This course element allows you to embed notifications in your course structure. These notifications will be visible in your course. Course authors can determine the amount of notifications to be displayed within a course.

9.3.22. Course Element: E-Mail

By means of the course element «E-Mail» you provide your course participants with the possibility to send an e-mail to pre-defined recipients.

There are two possibilities to send messages. You can either select groups and learning areas you want to send a message to in the tab «Recipients» or you directly indicate your e-mail addresses.

In the fields «Subject (form)» and «Message (form)» you can pre-define default values to be edited later on by your course participants when sending e-mails.

In order to enter several addresses in the field «E-mail addresses» you have to separate them by line breaks.

By means of a suitable short title for the course element «E-mail» you can provide your course participants with information to whom they can send messages. For privacy reasons they will not be able to see the recipients' addresses in your e-mail form.

9.3.23. Course Element: Calendar

By means of the course element «Calendar» you can embed a course calendar in the course structure. This course element offers an alternative view on the course calendar to be found on your right in the box «General.»

In the tab «Calendar configuration» you can decide which date should be displayed when a course calendar is activated from the course structure. Furthermore you can initiate that dates from your course calendar will automatically be transferred to the personal calendars of your course participants.

When displaying a certain semester week in your calendar and inserting links on course elements, that calendar will serve as a kind of overview showing all events and tasks of that week.

9.4. Using Editor Tools

9.4.1. Storage Folder

The editor tool «Storage folder» in a course serves to store used files, e.g. HTML pages or documents from other folders.

You can upload files, create, copy, move or delete them in your storage folder. Additionally you can zip or unzip files. All these actions can be performed with single files and folders or with several ones at once.

All course elements of the type «Folder» used in your course can be accessed via the storage folder in the sub-folder «_courseelementdata;» you can even edit them there.

A resource folder of a certain course can be viewed in the storage folder via the sub-folder «_sharedfolder;» however, it is not possible to edit it there.

9.4.2. Course Preview

The editor tool «Course preview» enables you to see course settings and content from the course participant's point of view. By clicking on «Course preview» you will first get to the configuration menu to simulate your course at a certain point in time, as member of a distinct learning group, or with other attributes used in your course.

In contrast to the view of the course content you will see all modifications or course elements not yet published in the course preview. Features depending on an interaction between participant and system will not be available in the course preview, e.g. enrolling in groups, starting a test, self-test or questionnaire, and performing tasks in the course element «Task.»

9.4.3. Publishing

As long as you have not published your course and granted access, your course participants will not be able to find your course in the search mask or the course list. Course modifications will not be effective during your course; you have to publish it once more. This means that you can prepare new course content in the course editor. Your participants will only see new features after publishing them. All settings and modifications will be effective after using the tool «Publish» in the course editor.

First you have to select all those course elements you have modified and want to publish. Your choice will be reduced to course elements that are available for publishing.

Then you determine who should have access to your OLAT course. See section **«Modify settings»** (Page 22) to learn more about those four options at your disposal. Now you can complete your publishing process. Just click on «Finish.»

At this stage you will be informed on course elements that may not have been configured correctly and could cause problems when starting your course.

At last you will get a summary of your published modifications as well as a message containing the number of course participants working on your course at that very moment.

In case you publish a course while others are working on it all non-saved data (such as entries in forums or Wikis) will be lost.

9.5. Deleting, Moving and Copying Course Elements

The bottom tool box «Modify course elements» helps you to delete, move or copy course elements. Your action will affect the currently marked course elements as well as all subordinated ones.

Modifications such as deleting, moving, copying course elements have to be published later on in order to be effective. If you have not published a deleted course element it can still be recovered.

Copying course elements is advisable if you plan to offer team work in groups and want to reuse the same structure.

10. Creating CP Learning Content

This chapter explains course authors how to create Content Packagings. Additionally, you will find information on how to embed your CPs in courses and explains the features of the CP editor.

10.1. General Information

Content Packaging (CP) is self-contained learning content in a standardized e-learning format, e.g. an online module of your subject. For further information please see the section **«CP Learning Content»** (Page 18) in the chapter «Learning resources.» When creating your learning content as CP you can use it not only within OLAT but in other learning platforms that support this CP format as well.

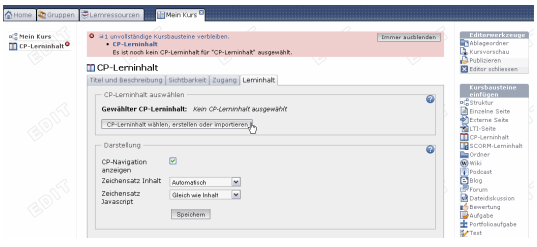
CPs in OLAT are usually embedded in a course. It is possible to use the same CP in several courses. For example, you can use an introductory module not only within a course for beginners but also as starting point in a more advanced course. If you have not created any courses yet you will get some guidance in the chapter **«Creating courses»** (Page 32) before creating your CP by means of the following instruction.

10.2. Five Steps to Your Content Package

The following helps you to create a Content Package in no time before embedding it in your course and activating it for your participants.

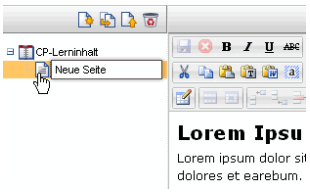
Step 1: Start course editor and insert CP course element	
1	Search for your course in «Learning resources,» section «My entries,» and open it.
2	Click on «Course editor» in the toolbox «Course tools» on your right.
3	Select «CP learning content» in the toolbox «Insert course elements» on your right.
4	Select position at which your CP course element should be inserted and save your settings.
5	Indicate a short title for your course element in the tab «Title and description» and save your settings.

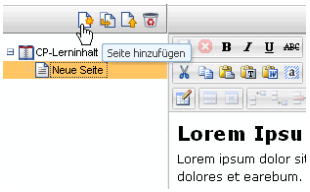
Step 2: Creating CP learning content	
1	Click on «Select, create or import CP learning content» in the tab «Learning content.»
2	Click on «Create.»
3	Indicate title and description of your CP and save your settings.
4	Click on «Next.»

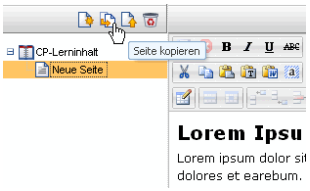


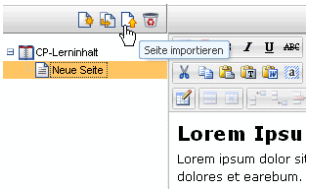
Now you are within the editor. A new CP usually consists of one chapter («CP learning content») and one page («New page»).

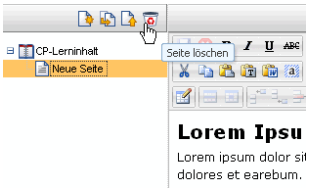
Step 3: Edit CP	
1	Click on «Edit.»
2	Edit title: Double-click on the title and insert a new one.
3	Edit content: Edit page in the provided field and format before saving it.
4	Insert new page: Click on icon «Add page.» Your new page will be inserted underneath the highlighted element.
5	Copy page: Click on icon «Copy page.» Your copied page will be inserted underneath the highlighted element.
6	Import page: Click on «Import page.» Then click on «Select file» before selecting a HTML page. Click on «Import.»
7	Delete page: Click on icon «Delete page» and confirm.











Now you can insert more pages following the same pattern.

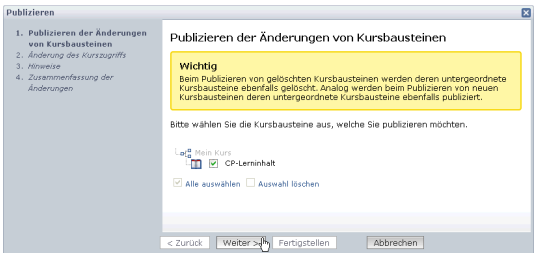
You can import several HTML pages at once by zipping them before uploading the resulting ZIP file.

Click on the icon «Preview» on your top right to have a look at your CP before saving it.

Step 4: Save CP	
1	Click on «Save» in the lower center.

2	Close CP tab and navigate back to your course.

Step 5: Publish and activate your course	
1	Select «Publish» in the toolbox «Editor tools» on your right.
2	Click on course element and then go «Next.»
3	Select «All registered OLAT users» from the pull-down menu in «Modification of course access.»
4	Click on «Finish.»


Publizieren
1. Publizieren der Änderungen von Kursbausteinen
2. Änderung des Kurszugriffs
3. Hinweise
4. Zusammenfassung der Änderungen
Publizieren der Änderungen von Kursbausteinen
Wichtig
Beim Publizieren von gelöschten Kursbausteinen werden deren untergeordnete Kursbausteine ebenfalls gelöscht. Analog werden beim Publizieren von neuen Kursbausteinen deren untergeordnete Kursbausteine ebenfalls publiziert.
Bitte wählen Sie die Kursbausteine aus, welche Sie publizieren möchten.
Mein Kurs
CP-Lerninhalt
Alle auswählen
Auswahl löschen
< Zurück
Weiter >
Fertigstellen
Abbrechen

The CP is now embedded in your course and course participants can read its content. In order to edit this CP just click on «Edit» in the tab «Learning content.»

11. Creating Wikis

This chapter will explain how course authors can create Wikis in OLAT before embedding them in a course. Here you will find an illustrated step-by-step instruction as well as information on how to adapt Wikis according to your needs.

11.1. General Information

A Wiki (Hawaiian for «fast») is a hypertext system for websites. In contrast to HTML pages users can not only read Wiki pages but also edit them. A Wiki can document group work or serve as a kind of knowledge base for your course. Wiki pages are created by means of a special Wiki syntax before editing and linking them to one another.

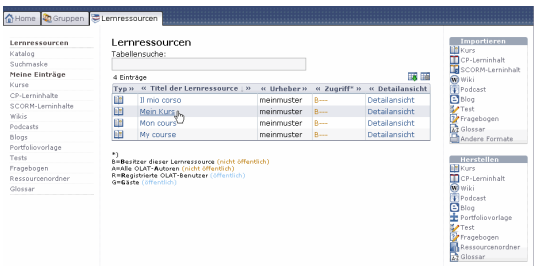
Introduce Wikis as knowledge base created by advanced students to be used as reference in an introductory course; or as a list of links for series of lectures that are related thematically.

A Wiki is a learning resource usually embedded in an OLAT course. You can use the same Wiki in several courses. If you have not created a course yet you will find further information in the chapter **«Creating Courses»** (Page 32) before creating your Wiki by means of the following instruction.

11.2. Four Steps to Your Wiki

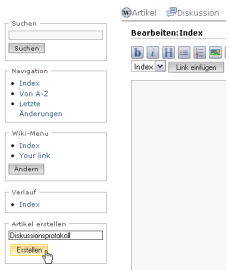
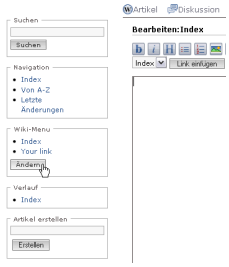
By means of this guide you will be able to create a Wiki for your course in no time before adapting it according to your needs.

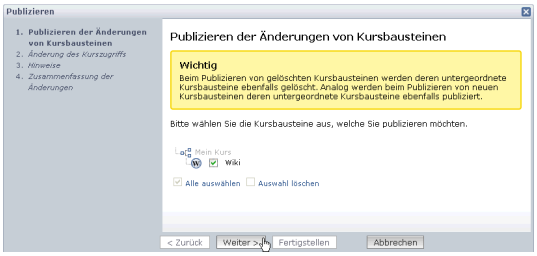
Step 1: Open course editor and insert Wiki course element	
1	Search for your course in learning resources, section «My entries» and open it.
2	Click on «Course editor» on your right in the toolbox «Course tools.»
3	Select «Wiki» on your right in the toolbox «Insert course element.»
4	Select position at which your Wiki course element should be inserted and save your settings.
5	Indicate a short title for your course element in the tab «Title and description» and save your settings.



Step 2: Create Wiki	
1	Click on «Choose, create or import Wiki» in the tab «Wiki learning content.»
2	Click on «Create.»
3	Indicate title and description and save your settings.
4	Click on «Next.»

Step 3: Configure Wiki	
1	Click on «Edit.»
2	Adapt welcome page: Write a text («Index») and save your settings. Explanations regarding the Wiki syntax by clicking on the question-mark icon.

3	Create Wiki page: Indicate a title for your new Wiki page in the box «Create article» and click on «Create.» Then click on the red link with the page's title in order to generate and edit that page.	
4	Adapt Wiki menu: Click on «Modify» in the box «Wiki menu» in order to adapt that menu according to your needs or add external links. Save your settings.	
5	Close Wiki tab and click on course tab.	

Step 4: Publish and activate your course		
1	Select «Publish» on your right in the toolbox «Editor tools.»	
2	Click on course element before clicking on «Next.»	
3	In the pull-down menu select «All registered OLAT users» in the section «Modify course access.»	
4	Click on «Finish.»	

Now your Wiki is embedded and course participants can read your Wiki contents, edit pages already existing, and create new pages.

11.3. Further Configurations

By default all course participants have the right to read and write Wikis. Only those OLAT users having created Wiki pages or registered Wiki owners are allowed to delete those Wiki pages. These pre-set rights can be adapted in the tab «Access» of your course element according to your needs.

Only registered Wiki owners are allowed to modify a Wiki menu.

If you do no longer wish to use a Wiki as collaborative tool but only as a kind of reference, (i.e. you do not want its content to be altered) just lock that Wiki's access in the tab «Access» of your course element in the section «Edit/ create article.»

12. Creating Podcasts

This chapter explains step by step how course authors can create podcasts before embedding them in their course. Furthermore you will find information on additional configuration possibilities.

12.1. General Information

The term «Podcasting» comprises words such as «iPod» and «Broadcasting» and means producing and providing audio as well as video files. Podcasts can be subscribed to before uploading episodes either by means of online services such as iTunes to mobile devices or using them directly within OLAT. Such episodes will be shown sorted by time; the latest news will always appear on top. Course participants will be able to assess episodes and comment on them.

An advantage of podcasts is that media data can easily be provided and used regardless of location. Additionally you can produce as well as use episodes independently of any broadcasting time compared to radio shows.

12.2. Requirements

Produce an audio or video file for your podcast episode by means of appropriate recording software (e.g. **GarageBand** (http://www.apple.com/ilife/garageband/)) before saving it in a Flash-compatible format (FLV, MP3, MP4, M4V, M4A or AAC).

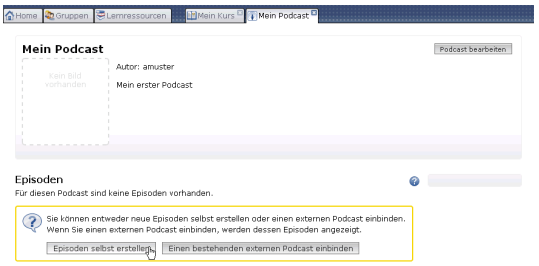
In case you have not created a course yet you will get further information in the chapter **«Creating Courses»** (Page 32) on how to proceed before generating a podcast by means of the following instruction.

12.3. Four Steps to Your Podcast

With the aid of this guideline you will be able to add a podcast to your course in no time and create your first episode.

Step 1: Open course editor and insert podcast course element	
1	Search for your course in learning resources, section «My entries» and open it.
2	Click on «Course editor» in the toolbox «Course tools» on your right.
3	Select «Podcast» in the toolbox «Insert course elements» on your right.
4	Choose position at which you want to insert your podcast course element and save your settings.
5	Indicate a short title for your course element in the tab «Title and description» and save your settings.

Step 2: Create a Podcast	
1	Click on «Select, create or import podcast» in the tab «Podcast learning content.»
2	Click on «Create.»
3	Indicate title and description of your podcast. This information will appear in the header of your podcast. Save your settings.
4	Click on «Next.»

Step 3: Fill podcast with content		
1	Click on «Edit.»	
2	If you want to add a picture to your podcast header just click on «Edit podcast» and upload pic.	
3	Click on «Create your own episode.»	
4	Indicate title, select audio or video file from your computer, and click on «Publish.»	

Additional episodes can be added later on following the same pattern or directly within the course view.

Step 4: Publish and activate your course		
1	Select «Publish» in the toolbox «Editor tools» on your right.	
2	Click on course element before clicking «Next.»	
3	Select «All registered OLAT users» from the pull-down menu, section «Modify course access.»	
4	Click on «Finish.»	

Your podcast is now embedded and course participants can download the first episode.

12.4. Further Configurations

12.4.1. Tab: Access

By default only course authors may create episodes. Course participants can download them, comment on and assess them. If you want your course participants to create episodes as well just deactivate the check box «Locked for learners» in the section «Read and write.» Course participants will not be able to edit episodes created by themselves. Only course authors or moderators are allowed to make modifications. In the section «Moderate» you determine who will have the right to moderate a podcast. This means that a course participant will then be able to edit that podcast as well as delete all episodes and comments.

These settings are only relevant if episodes are created within OLAT. When embedding an external podcast it will not be possible in OLAT to determine who will be allowed to create episodes or not.

12.4.2. Subscribing to Podcast Notifications

Course participants can subscribe to podcast notifications to be informed in case there are new episodes. On the homepage of your podcast you will find various possibilities to subscribe to a podcast via the feed URL of a portal such as iTunes.

12.4.3. Including External Podcasts

You can also use this podcast course element to include an external podcast. Just select «Include an external podcast already existing» when editing that podcast for the first time. In the field «URL» you have to indicate the feed link of your external podcast. Usually this is a URL with an .xml add-on. Episodes will then be displayed within your course element.

Once you have decided on what kind of podcast you plan to embed (create episodes yourself or embed external podcast) you will not be able to modify your choice later on.

13. Creating Blogs

In this chapter you will learn step by step how to create and embed a blog. Further configuration options will also be explained.

13.1. General Information

«Blog» is composed of «World Wide Web» and «Log» or «Logbook». Blogs are often used as online journals for personal information or information related to a specific field. By means of a blog you can provide your course participants with content in the form of texts, images, or clips in a quick and easy way. Your entries will be shown in chronological order; the latest news will always at the top. Course participants can subscribe to blog notifications, evaluate entries or write comments.

A blog is generally used like a public diary. Its advantage is its quick, standardized publication.

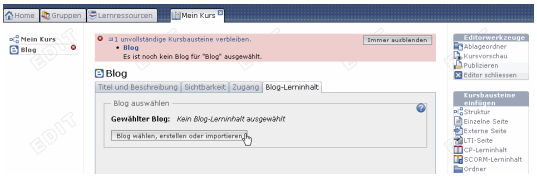
In case you have not created a course yet the chapter **«Creating Courses»** (Page 32) will be helpful before generating a blog by means of the following instruction.

13.2. Four Steps to Your Blog

With the aid of the following guidelines you will create a blog for your course before adapting it according to your needs.

Step 1: Open course editor and insert blog course element	
1	Search for your course in learning resources, section «My entries» and open it.
2	Click on «Course editor» in the toolbox «Course tools» on your right.
3	Select «Blog» in the toolbox «Insert course elements» on your right.
4	Select position at which you want your blog course element to be inserted and save your settings.
5	Indicate a short title for your course element in the tab «Title and description» and save your settings.

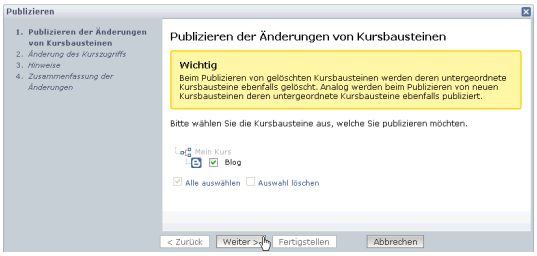
Step 2: Create Blog	
1	Click on «Select, create or import blog» in the tab «Blog learning content.»
2	Click on «Create.»
3	Indicate title and description of your blog and save your settings.
4	Click on «Next.»



Step 3: Fill Blog with Content	
1	Click on «Edit.»
2	If you want to add a picture to your blog header just click on «Edit blog» and upload pic.

3	Click on «Create your own entries.»	
4	Indicate title, description and content before clicking on «Publish.»	

Further entries can be added later on following the same pattern or directly within the course view.

Step 4: Publish and activate your course		
1	Select «Publish» in the toolbox «Editor tools» on your right.	
2	Click on course element before clicking «Next.»	
3	Select «All registered OLAT users» from the pull-down menu, section «Modify course access.»	
4	Click on «Finish.»	

Publizieren
1. Publizieren der Änderungen von Kursbausteinen
2. Änderung des Kurszugriffs
3. Hinweise
4. Zusammenfassung der Änderungen
Publizieren der Änderungen von Kursbausteinen
Wichtig
Beim Publizieren von gelöschten Kursbausteinen werden deren untergeordnete Kursbausteine ebenfalls gelöscht. Analog werden beim Publizieren von neuen Kursbausteinen deren untergeordnete Kursbausteine ebenfalls publiziert.
Bitte wählen Sie die Kursbausteine aus, welche Sie publizieren möchten.
Mein Kurs
Blog
Alle auswählen
Auswahl löschen
< Zurück
Weiter >
Fertigstellen
Abbrechen

Your blog is now embedded and course participants can read the first entry.

13.3. Further Configurations

13.3.1. Tab: Access

By default only course authors may create entries. Course participants can read them, assess, and comment on them. If you want course participants to create entries by themselves just deactivate the check box «Locked for learners» in the section «Read and Write.» Course participants will not be able to edit entries they created. Only course authors or moderators are allowed to make modifications. In the section «Moderate» you determine who will have the right to moderate a blog. This means that a course participant may then edit that blog and delete all entries and comments.

This configuration is only relevant if entries are created within OLAT. When embedding an external blog you cannot determine who will be able to create entries.

13.3.2. Subscribing to Blog Notifications

Course participants can subscribe to blog notifications to be informed as soon as there are new entries.

13.3.3. Including External Blogs

You can also use course element to include an external blog. Just select «Include an external blog already existing» when editing it for the first time. Indicate the feed link of your external blog in the field «URL.» Generally this URL will have an .xml add-on. Entries of that external blog will appear in your course element.

Once you have decided on what kind of blog you want to embed (create your own entries or include an external blog) you will not be able to modify your choice later on.

14. Creating Tasks

This chapter explains how course authors can create tasks for their course participants. Here you will find an illustrated step-by-step instruction as well as information on how to adapt tasks according to your needs.

14.1. General Information

Tasks are used within an OLAT course. You can assign various tasks to course participants electronically and collect their results via OLAT as well. Furthermore you can assess those tasks and return them to course participants by means of a return box. Additionally you can provide sample solutions. OLAT will assist you with its organization; you no longer have to keep an account of tasks, assessments or dates.

14.2. Requirements

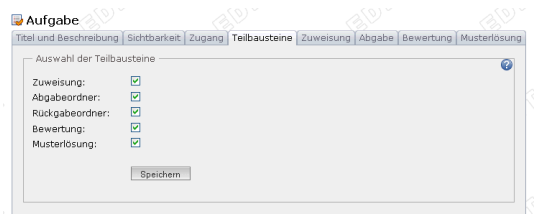
Before adding a task all task files and sample solutions (optionally) have to be available in an established file format (e.g. PDF documents).

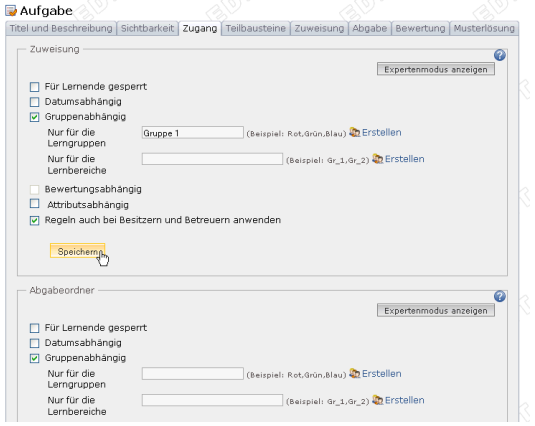
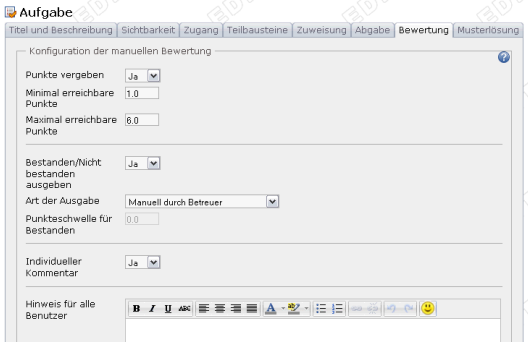
In case you have not created a course yet the chapter **«Creating Courses»** (Page 32) will help you to do so before creating your tasks by means of the following instruction. In addition your course participants have to be registered members of learning groups in order to be able to assess and return their tasks already submitted.

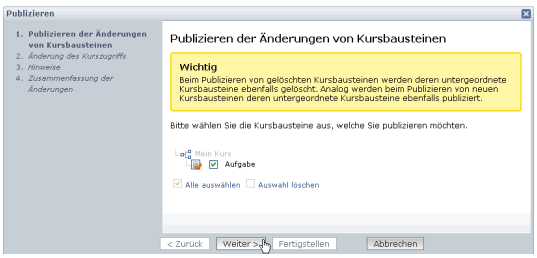
14.3. Three Steps to Your Task

By following this guideline you will have created a task for your course in no time.

Step 1: Open course editor and insert task course element		
1	Search for your course in learning resources, section «My entries» and open it.	
2	Click on «Course editor» in the toolbox «Course tools» on your right.	
3	Select «Task» in the toolbox «Insert course elements» on your right.	
4	Select position at which you want your task to be inserted and save your settings.	
5	Indicate a short title for your course element in the tab «Title and description» and save your settings.	

Step 2: Configure task		
1	Select favored sub-elements in the tab «Sub-elements» and save your settings. Only sub-elements selected can be configured in the next tab.	

2	Important: In order to be able to assess your tasks you have to assign **all** sub-elements selected to a learning group in the tab «Access.» Activate check box «Depending on group.» Select or create learning group. In order to create a learning group indicate a name in the field «Only for learning groups» before clicking on «Create.» Finish and save your settings.	
3	Click on «Open task folder» in the tab «Assignment.» Upload your task file(s) created before. Optionally write a message for users in the section «Assign task» and configure your allocation according to your needs.	
4	Optionally adapt confirmation text in the tab «Handing in» and configure e-mail settings.	
5	Select assessment option in the tab «Assessment.» Available are: «Score granted» (incl. minimum/maximum score), «Display passed/failed» incl. option «Type of display» (manually or automatically), and «Individual comment.» Save your settings.	
6	Click on «Open folder of sample solution» in the tab «Sample solution» before uploading your sample solutions.	

Step 3: Publish and activate your course		
1	Select «Publish» in the toolbox «Editor tools» on your right.	
2	Click on course element before clicking «Next.»	
3	Select «All registered OLAT users» from the pull-down menu, section «Modify course access.»	
4	Click on «Finish.»	

Your task is now embedded in your course. Depending on the configuration of your task element course participants will be able to select a task and submit their solution. Course authors and tutors of learning groups can then assess and return all submitted and corrected files by means of the **assessment tool** (Page 77) .

Course authors can determine in the course editor if they want to receive an e-mail along with their course tutors whenever a course participant uploads a task. Course participants will get an e-mail after having been assessed.

14.4. Further Configurations

14.4.1. Tab: Sub-elements

Select 1 - 5 of all available sub-elements. Sub-elements selected can then be configured in the next tab (exception: return box).

For each sub-element there has to be at least one learning group in the tab «Access» to be indicated in the field «Depending on group.» Thus course authors and tutors of learning groups will be able to have a look at all files submitted by means of the assessment tool of that course before assessing and commenting on them.

14.4.2. Tab: Assignment

You upload your task files to the task folder in the tab «Assignment.» In the field «Message for user» you can provide general information for all course participants regarding your tasks. In the field «Type of assignment» you determine if a course participant can choose between all available tasks or if your tasks should be allocated automatically as well as randomly. Select in the field «Type of sampling» if several course participants shall be able to work on the same task (task can be reclined) or if each course participant shall work on a different task (task cannot be reclined). If a task is selected manually you can further decide in the field «Preview» if course participants shall be allowed to have a look at a task before selecting it.

In case a course participant is not allowed to recline a task you have to offer at least the same number of tasks as there are course participants.

14.4.3. Tab: Handing in

Here you can determine if owners and tutors should receive an e-mail whenever a course participant has performed and handed in a task.

14.4.4. Tab: Assessment

Here you define how each course participant shall be assessed. By default a tutor can assess tasks by means of «Passed/failed.» If you prefer to allocate points instead or in addition just modify your configuration by indicating a minimum and maximum score or by replacing «Passed/failed» automatically with a passing score. Optionally you can provide space for individual comments regarding each course participant. In addition you can provide further information in the fields «Notice for all users» and «Notice for tutors,» e.g. some general comment on how to assess course participants.

14.4.5. Tab: Sample Solution

In order to provide all course participants with a sample solution regarding your tasks just click on «Open sample solution folder» in the tab before uploading appropriate documents to that folder.

In the tab «Access» you can configure your sample solution date-dependently in order to have it revealed e.g. only after that task's deadline.

15. Creating Portfolio Tasks

By means of ePortfolios lerners are able to organize and reflect on their learning progress. This chapter will explain how course authors can create portfolio tasks for their course participants. An illustrated step-by-step guide will show you how to configure portfolio tasks according to your needs.

15.1. General Information

By means of a portfolio task you can provide a predefined folder in your course to be filled with evidence by course participants documenting their learning progress. These folders can be submitted electronically before being assessed by course authors or tutors.

15.2. Requirements

Please consider before adding a portfolio task what kind of learning evidence and how much you plan to demand from your course participants. Additionally you should think about how to reasonably structure your portfolio tasks.

In case you haven't created a course yet the chapter **«Creating courses»** (Page 32) will tell you how to do so. Then the following guide will help you to create portfolio tasks.

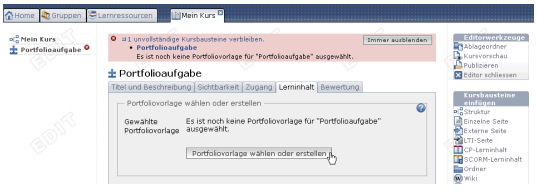
Course participants have to be registered in learning groups in order to assess their portfolio taks submitted.

15.3. Five Steps to Your Portfolio Task

The following guidelines will help you to add portfolio tasks to your course in no time.

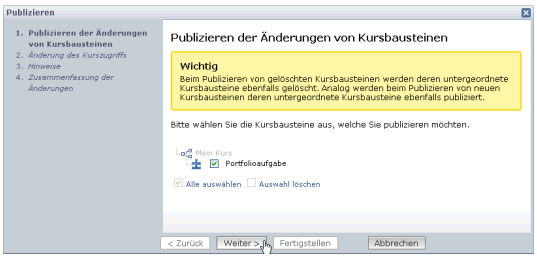
Step 1: Open course editor and insert a portfolio element	
1	Search for your course in «My entries» in learning resources and open it.
2	Click on «Course editor» on your right in the tool box «Course tools.»
3	Select «Portfolio task» in the tool box «Insert course elements» on your right.
4	Select position of your portfolio task to be inserted and save your settings.
5	Indicate a short title in the tab «Title and Description» and save your settings.

Step 2: Create portfolio task	
1	Click on «Select or create portfolio template» in the tab «Learning content.»
2	Click on «Create.»
3	Indicate a title as well as a description and save your settings.
4	Click on «Next.»



Step 3: Design portfolio task	
1	Click on «Edit.»
2	Just click on the «Plus» icon to add a new page. Such pages can then be supplemented by structural elements.
3	Choose appropriate titles for your pages and structural elements before writing all necessary directions for your course participants in the description box. Pages and structural elements can be moved via «Drag&Drop» later on.
4	Determine in the section «Restrictions» what kind of artefacts course participants should be allowed to upload and to what extent.

Step 4: Configure portfolio task	
1	Optionally you can define a deadline in the tab «Learning content» of the course editor and provide a message for course participants.
2	Select your assessment options in the tab «Assessment» and save your settings. You can choose between: «Score granted» (incl. min./max.), «Passed/failed» with option «Type of display» (automatically or manually), and «Individual comment.» Important: In order to assess portfolio tasks your course participants have to be registered in a group.

Step 5: Publish course		
1	Select «Publish» on your right in the tool box «Editor tools.»	
2	Click on course element before clicking on «Next.»	
3	Select «All registered OLAT users» from the pull-down in the section «Modification of course access.»	
4	Click on «Finish.»	

Publizieren
1. Publizieren der Änderungen von Kursbausteinen
2. Änderung des Kurszugriffs
3. Hinweise
4. Zusammenfassung der Änderungen
Publizieren der Änderungen von Kursbausteinen
Wichtig
Beim Publizieren von gelöschten Kursbausteinen werden deren untergeordnete Kursbausteine ebenfalls gelöscht. Analog werden beim Publizieren von neuen Kursbausteinen deren untergeordnete Kursbausteine ebenfalls publiziert.
Bitte wählen Sie die Kursbausteine aus, welche Sie publizieren möchten.
Mein Kurs
Portfolioaufgabe
Alle auswählen
Auswahl löschen
< Zurück
Weiter >
Fertigstellen
Abbrechen

Your portfolio task is now embedded in the course. Course participants can access it and integrate artifacts in its folder. Course authors as well as tutors can review and evaluate all portfolio tasks handed in by means of the assessment tool. Course participants will get an e-mail whenever there are new assessments.

16. Managing Topics of Topic Assignments

This chapter helps persons responsible for a topic to manage topics of a topic assignment. Here you will find an illustrated step-by-step guide on how to create topics and how to manage participants.

16.1. General Information

The course element «Topic assignment» is used within an OLAT course. A course author can configure this element as needed and appoint persons responsible for a topic. Further information on how to configure topic assignments can be found in the chapter dealing with the element **«Topic assignment»** (Page 48) . Persons responsible for topics can offer their course participants a variety of topics before managing these participants along with their topics. Course participants will be able to submit expositions via drop boxes. Corrections can then be returned via return boxes.

16.2. Requirements

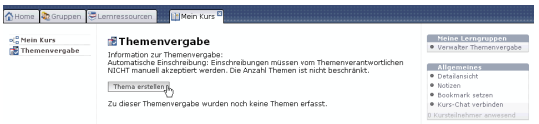
A course author has already embedded the course element «Topic assignment» in a course and appointed you as person responsible for a topic.

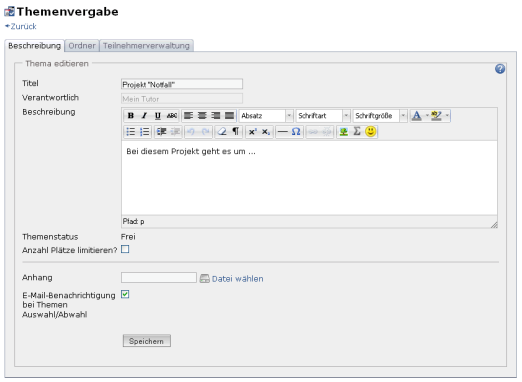
16.3. Three Steps to Create and Manage Topics

The following guidelines will teach you in no time how to offer topics via the course element «Topic assignment» before managing your course participants.

The following example will show that the course author has configured the topic assignment to not immediately accept a participant's topic choice. This choice has to be confirmed first by the person responsible for that topic. This means that course participants have to apply for a topic before being accepted or rejected by persons responsible for topics.

Step 1: Open course and create topic	
1	Search for your course in learning resources and open it.
2	Navigate to the topic assignment in the course menu on your left.
3	Click on «Create topic» at the top of the content area.
4	Provide information on your topic (title, description) in the tab «Description.» Additionally you can limit the number of candidates, attach files, and establish notifications via email.





5	Optional: If you want to appoint additional tutors for your topic just click on «Add user(s)» in the tab «Administration of participants,» section «Topic authors» before selecting the person required.	

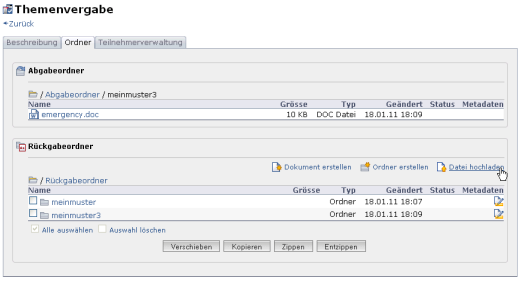
Your topic will now appear in your topic assignment and course participants will be able to apply.

If the check box «E-mail notification when selecting/deselecting Topics» is activated in your topic description, you will receive an email as soon as a course participant applies for your topic.

Step 2: Manage participants		
1	Click on the title of your topic in the topic overview before going to the tab «Administration of participants.»	
2	Select those people from the candidate list to whom your topic should be assigned. Click on «Transfer as participant.»	
3	Select those people from the candidate list to whom your topic should not be appointed. Click on «Remove.»	
4	If you do not wish other candidates to apply just click on «Topic set status to ‹Filled›» in the tab «Description.»	

Participants accepted can now submit files via drop box regarding their chosen topic in the tab «Folder.»

Step 3: Manage files (optional)	
1	If there are files already submitted just click on the tab «Folder» within your topic before opening a participant's folder.
2	It is possible to return files via return boxes. Just select the folder of a participant already accepted in the tab «Folder» and click on «Upload file.»



17. Creating Tests and Questionnaires

This chapter explains how tests and questionnaires can be created. A step-by-step instruction will support course authors by means of the following table to efficiently work with the test and questionnaire editor. In addition you will get information on how to embed tests and questionnaires in your course and how to archive gained results.

17.1. General Information

17.1.1. What is a Test? What is a Self-test?

Tests are used to control achievements in a course. By means of a test you can examine your participants' knowledge at the beginning of your course, check it after each completed module or let course participants take tests electronically.

Tests are created with the OLAT test editor. You can determine a test's duration, its **type of questions** (Page 73) as well as other configurations. It is also possible to **import** (Page 21) tests in the IMS QTI format (version 1.2).

Tests are created as independent learning resources before embedding them in a course. You decide if a test should be a self-test for practice purposes or a real test for examination purposes. In the first case you may want to use the course element «Self-test» while in the second case you may prefer the course element «Test.» Results of self-tests are stored anonymously; test results are stored personalized.

17.1.2. What is a Questionnaire?

Questionnaires are used for online evaluations during a course. By means of a questionnaire you can find out more about what your participants expect from your course at its beginning. You can then process your results by means of statistic methods before evaluating the success of your course at its end.

Questionnaires are created with the OLAT questionnaire editor. You can determine a questionnaire's length, its **type of questions** (Page 73) and make further configurations. It is also possible to **import** (Page 21) questionnaires in the IMS QTI format (version 1.2).

Questionnaires are created as independent learning resources before embedding them by means of the course element «Questionnaire.» OLAT guarantees that each course participant can fill in such questionnaires only once. Results will be stored anonymously.

If you want to receive personalized data you can use a cloze as first question, asking the participant to indicate his name. However, it is not possible to check if your participants do what they are asked for.

17.1.3. Comparison: Test, Self-test and Questionnaire

The following table exemplifies the difference between test, self-test, and questionnaire:

	Test	**Self-test**	**Questionnaire**
Intended use:	Test	Exercise	Poll
Created with:	Test editor	Test editor	Questionnaire editor
Question types:	Single-choice, multiple-choice, Kprim, cloze	Single-choice, multiple-choice, Kprim, cloze	Single-choice, multiple-choice, cloze, free text
Embedding with course element:	Test	Self-test	Questionnaire
Number of attempts:	to be configurated	unlimited	only once
Archiving of results:	personalized	anonymized	anonymized

17.1.4. Requirements

You have already created an **OLAT course** (Page 32) and now want to add a test, self-test or questionnaire. We recommend preparing questions and answers of a test or questionnaire electronically, e.g. as Word file; such a file can be easily transferred to a test or questionnaire editor later on.

Perhaps you have already exported a test or questionnaire file in IMS QTI format (version 1.2) from another LMS and want to import it in OLAT. Just follow the instructions in section **«Import (learning resources)»** (Page 21) .

17.2. Five Steps to Your Test, Self-test or Questionnaire

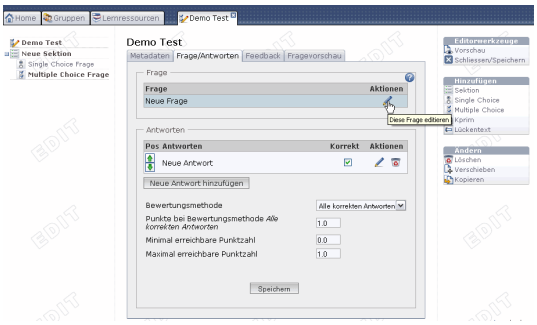
Just follow the instructions below to create a simple test or questionnaire in no time before embedding it in your course and activating it for your participants.

Step 1: Open course editor and insert course element	
1	Search for your course in the tab «Learning resources» and open it.
2	Click on «Course editor» in the toolbox «Course tools» on your right.
3	Select «Test,» «Self-test» or «Questionnaire» in the toolbox «Insert course elements» on your right.
4	Select position at which your course element should be inserted and save your settings.
5	Indicate a short title for your course element in the tab «Title and description» and save your settings.

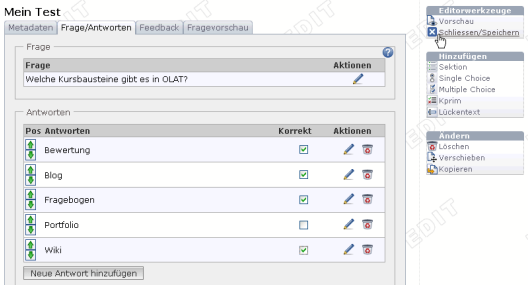
Step 2: Create a test or questionnaire file	
1	Click on «Choose, create or import file» in the tab «Configuration test/self-test/questionnaire.»
2	Click on «Create.»
3	Indicate title and description of your test and save your settings.
4	Click on «Next.»

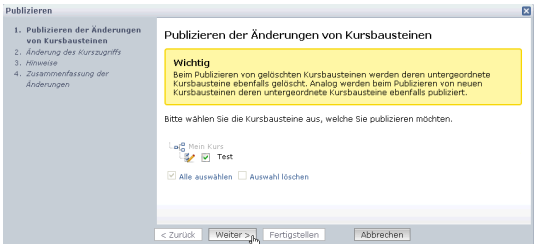
Your file is now created and consists of one section as well as one single-choice question by default. If there are no such questions in your test you can delete that default single-choice question as soon as you have added any other question.

Step 3: Edit test or questionnaire and add new question (e.g. multiple choice)	
1	Click on «Edit.»
2	Select your type of question (e.g. multiple choice) in the toolbox «Add» on your right.
3	Select position at which your new question should be inserted and save your settings.
4	Indicate title and configuration (optional) in the tab «Meta data» and save your settings.

5	Click on the pencil icon next to «New question» in the tab «Question/answers» before editing your question and saving your settings.	
6	Select «Add new answer» several times (number depending on possibilities) before editing your answers and saving your settings.	
7	In your test check all answer options that are correct and save your settings.	
8	Modify assessment method (optional) and save your settings.	
9	Indicate feedback in the next tab (optional) and save your settings.	

In following the same pattern you can now add additional questions of your favored type. Use sections to organize your questions.

Step 4: Save test or questionnaire		
1	Click on «Close/Save» in the toolbox «Editor tools» on your right.	
2	Save your settings.	

Step 5: Publish and activate your course		
1	Navigate back to your course editor.	
2	Click on «Publish» in the toolbox «Editor tools» on your right.	
3	Click on course element before clicking on «Next.»	
4	Select «All registered OLAT users» from the pull-down menu, section «Modify course access.»	
5	Click on «Finish.»	

Your test or questionnaire is now embedded and can be used by your course participants.

17.3. Test and Questionnaire Editor in Detail

17.3.1. Format and Standardization

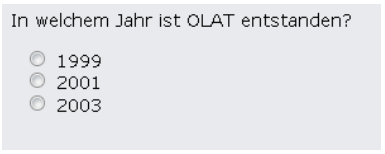
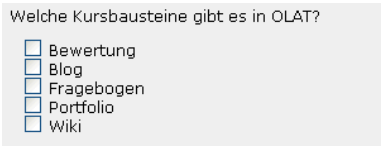
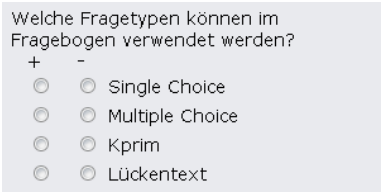
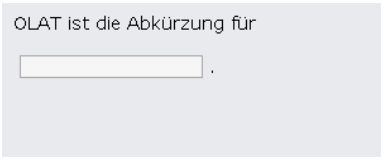
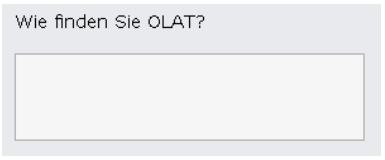
Tests and questionnaires will be stored in a standardized format, the so-called IMS QTI format (version 1.2). For more information please go to the following website of **IMS** (http://www.imsglobal.org/question/) .

Creating and saving tests and questionnaires in a standardized format enables you to use them as course elements in different OLAT courses on the one hand; on the other you can apply your tests and questionnaires in other LMS that support the same version of that IMS QTI format (version 1.2).

In tests or questionnaires you can also include multimedia files.

17.3.2. Types of Questions

There are five different types of questions to be explained in the following:

Type of Question	Description	Example
Single Choice	A single-choice question comprises a question and at least two answers; only one of them can be selected. In a test only one of those two answers is correct.	
Multiple-Choice	A multiple-choice question comprises one question and at least two answers; several answers can be selected. In a test several answers can be correct.	
Kprim	A Kprim question can only be used in a test. It comprises one answer and exactly four answers. The one taking that test has to decide for every single answer if it is correct or not. 0 to 4 answers can be correct.	
Cloze	In a cloze question terms are replaced by gaps to be filled in by the one taking the test or questionnaire. In a test you provide the correct answers (synonyms separated by semicolons) and decide at the same time if there should be case sensitivity or not.	
Free text	A free-text question is only available in a questionnaire. The one answering can insert a text of his choice in a field of any size.	

17.3.3. Structuring and Organization

Each test and each questionnaire has to comprise at least one section as well as one question. This is why there is already a section («New section») along with a single-choice question («New question») when creating a test or questionnaire. If you do not need a single-choice question in your test you can delete it as soon as you have added another type of question. Just click on the title of a section or question on your left to be able to modify it.

Sections serve to give your tests or questionnaires a certain structure. For example you can pose general questions at the beginning and therefore create a section «Preface.» Your test or questionnaire can contain as many sections as you like.

If you want to add a new section or question just select «Add» in the tool box on your right before adding the new element at a position of your choice. It is possible to delete or move sections or questions anytime. You can even copy questions.

It is advisable to copy questions if there are questions with the same possibilities to answer, e.g. if several questions could be answered by selecting a value between 1 and 5.

17.3.4. Display Options and Configuration

Further options regarding tests and questionnaires can be set at different levels:

On the test level you determine if a test should be taken within a certain period of time. If a test has some time limit this can be recognized by the hourglass icon and the display of total time and time ending.

Options regarding feedback and solutions will be explained in the section **«Hints to Solutions and Feedback in a Test»** (Page 74) . Further information regarding scores can be found in **«Scores in Tests»** (Page 74) .

On the section level you determine if there should be a time limit when working on a section, how many questions from that section should appear in your test or questionnaire, and if the sequence of your questions should be at random or not.

On the question level you will find more information on display and configuration options in the tab «Meta data.» Here you can also give hints and/or the correct solution (further described in the section **«Hints to Solutions and Feedback in a Test»** (Page 74) .

On the course level there are further display options. When embedding your test or questionnaire in a course you will find these options in the tab «Test configuration» or «Questionnaire configuration.» You can limit the number of attempts to answer a question and determine how often a user may try and take a test. The maximum to be specified is 20. If you plan to forbid the menu navigation, one question after the other will automatically appear; the person taking your test will not be able to navigate to another question. To display the menu navigation is still possible; just use the option «Display menu navigation.» You can also allow users to make personal notes during a test. However, after that test those notes will no longer be available. When terminating a test no results will be saved; when pausing all answers sent so far will be saved.

If you pause in a test with time limit it can very well be that your time is up when trying to continue.

If persons taking your test should see their results immediately after completing it select the option «Show results after completing a test.» Results can also be displayed on your course's homepage. When choosing this option you can additionally indicate when those results should be made public. You can further determine how detailed your display should be.

17.3.5. Scores in Tests

The minimum score to pass a test can be determined in the test editor on top-level. This score is only relevant if your test is included in a course with the course element «Test.»

On the question level you determine how many points can be received with each question. The correct answer to a single-choice question will gain all points; giving a wrong answer will gain 0 points. Indicate the score to a certain question in the field «Score» of the tab «Question/answers.»

Using a multiple-choice question means either scoring if all answers are correct or if one single correct answer already counts. First decide on a method of assessment in the tab «Question/answers» and save your settings. Then indicate the score for all correct answers or the score for each correct answer (right next to your answers).

The assessment of Kprim questions is preset. Three correct answers always gain half the score, four correct answers mean full score. Indicate your maximum score in the tab «Question/answers.»

If there are several possible answers to your cloze question separate them by semicolons. You can choose between two different assessment methods: either scoring per all correct answers or scoring per one correct answer. First decide on your method in the tab «Question/answers» and save your settings. Then either indicate your score for all correct answers or for each single answer (right next to the cloze).

17.3.6. Hints to Solutions and Feedback in a Test

You can provide feedback immediately after having received a test result. Hints to solutions and/or the correct solution will be displayed if the question has not been answered correctly. You determine in the tab «Meta data» if hints and/or correct solutions should be displayed. Just indicate your hints and/or correct answers in the corresponding fields.

By displaying feedback you can provide a separate feedback to each of your answers; this feedback will be given immediately after having sent an answer. You can indicate your feedback in the tab «Feedback.»

The option «Feedback (wrong answer)» is not effective if in a multiple-choice question no wrong answers have been selected but not all correct answers have been checked.

Often feedback and hints to solutions are used in a self-test to give persons a helping hand in finding the correct answers.

17.3.7. Source Code of Tests

Participants will not be able to see in the test's or self-test's source code which solutions are right or wrong; answers will be sent to the OLAT server before being analyzed.

17.3.8. Modifications of Embedded Tests or Questionnaires

As soon as a test or questionnaire is embedded in a course you have only limited possibility to make modifications. For more information please go to **«Using Editors During Course Operation»** (Page 76) .

17.4. Archiving Results of Tests and Questionnaires

As soon as a course participant has completed a test, self-test or questionnaire and you have conducted some data archiving you will be able to see its results. Results of self-tests and questionnaires will be stored anonymously. After archiving you will dispose of the following data: persons (anonymized by sequential number), questions dealt with, given answers, score (self-test). It is the same with test results but all data will be stored personalized (first name, last name, user name).

Select the link «Data archiving» in the course view from the tool box «Course tools.» On your left go to «Test and questionnaire.» Start archiving and follow the instructions. Results will be available as Excel file that can also be downloaded.

18. Course Operation

You have granted access to your course; course participants are already working on your learning content. This chapter explains which tools can be used by course authors during course operation, which additional features are at their disposal and how they can archive course activities.

18.1. Using Editors During Course Operation

18.1.1. Modifications During Course Operation

Make modifications during course operation as usual by means of the course editor. You can delete, move, add or copy course elements. As long as you do not publish your modifications they will not affect your ongoing course.

You decide when your modifications should be presented. When trying to publish you will get a message on how many users are working on your course at that very moment.

All users working on your course at that moment will have to restart the course. Test results or forum contributions that have not been saved will be lost! If there are users of your course and it is possible to publish your modifications at a later date we recommend canceling the publishing process and trying again later.

Most users usually work on courses from Sunday till Friday between 10 a.m. and 10 p.m. It would therefore be best to publish courses on Saturday morning.

18.1.2. Modifications in Tests, Self-tests and Questionnaires

As soon as a test, self-test or questionnaire is embedded in a course it is only possible to correct typing errors. Open your test or questionnaire in the editor und make your modifications.

Embedded tests, self-tests, and questionnaires cannot be modified further. Let us assume that you could add questions or check other answers as correct; then not all participants would have the same conditions any longer. In addition results could have been saved that would no longer be assignable to that new version of your test or questionnaire file. This is why editing embedded tests, self-tests and questionnaires is restricted.

If you want to add e.g. a new question to your test or if you have checked a wrong answer as being correct, just copy that test in learning resources before saving it. Then exchange your file in the course editor by means of the test course element before embedding your new test file. If there are results already existing, they will be archived in your personal folder. Course participants who have already taken that test will be notified via e-mail about that modification. Now you can edit your new test file.

18.2. Using Course Tools

In addition to the course editor there are a number of other tools that can be started in the tool box «Course tools» in your course on your top right.

18.2.1. Group Management

Do you want to see who has enrolled in your learning group? Or should there be another group for a planned excursion? All modifications regarding existing groups or groups to be created have to be made in the group management. There you will find an overview of all groups as well as group members.

When opening the group management you will get an overview of the number of **learning groups** (Page 14) , **learning areas** (Page 14) and group members in your course. By means of the sections on your left you will get to a list containing all groups. Using the option «Edit» enables you to modify groups and learning areas.

How to create and configure learning groups and how to administer group members has been described in the section «**Learning Groups and Learning Areas** (Page 14) .»

All course owners have access to the group management as well as members of a **right group** (Page 16) that hold rights to use that group management. Tutors are only allowed to modify groups they have been assigned to.

18.2.2. Rights Management

Do you want certain users to have the right to use course tools but you do not want to provide them with owner rights? In the rights management you can create right groups and grant access to certain course tools. How to create and configure such groups is further described in the section »**Right groups** (Page 16) .»

Tutors have the permission to use **assessment tools** (Page 77) in learning groups. It is not necessary to create a right group for that purpose. However, tutors can only assess members of groups they have been assigned to.

All course owners have access to the rights management.

18.2.3. Data Archiving

By means of data archiving you upload files connected to your course in your **personal folder** (Page 10) . All archived data will be stored in your personal folder, section «Private,» sub-folder «Archive» by using course titles. You can archive results of tests, self-tests or questionnaires, drop boxes containing task course elements, and log files.

Those archived files of tests, etc. will be stored in Excel format. You will dispose of information on when a certain user has taken your test, how this user has replied to your questions and what score this user has achieved. Archived self-tests and questionnaires will comprise anonymized user data.

Course results will also be stored in Excel format. In addition to results of tests, assessments and tasks also log files will be archived. For further information please go to **«Record of Course Activities»** (Page 79) .

When archiving tasks and solutions all attempts loaded into the drop box will be zipped. Contributions in forums or file dialogs will be archived in the .rtf format. Attached files as well as the content of folders will be added. Wiki pages will be zipped along with all uploaded files.

You can also archive sheets of grades for the SAP Campus Management by means of «Exporting grades for module.»

When deleting a course all course data (but not the course elements!) will be stored in your personal folder automatically.

All course owners have access to the data archiving tool as well as members of the respective **right group** (Page 16) .

18.2.4. Assessment Tool

Please use the assessment tool to assess the course elements «Task», «Portfolio task», and «Assessment.» It is also meant for assessing tests manually.

You can determine in the course editor if you want to receive an e-mail whenever there are tasks handed in or new test results.

You can assess according to users, groups or according to your course's structure. In the group assessment you can have either all assessable course elements on display or only those to be assessed by yourself. By clicking on «Display» only those elements will appear that are accessible for your group members.

When assessing tasks you should first download those results that your course participants have put in the drop box. Then fill in the assessment form. How to assess a task (e.g. passed/failed or using a score) can be defined in the configuration of the course element «Task.» Assessment options cannot be modified within the assessment tool.

If there are a lot of files in your drop box it is advisable to download all of those files at once by means of the **data archiving** (Page 77) tool.

To assess the course element «Assessment» just fill in the assessment form.

Tests embedded in courses will be assessed automatically but you can have a look at different attempts in the assessment tool as well as scores achieved. You can also modify the number of attempts manually or add a personal comment.

By means of the bulk assessment you can assess several users at once. Just follow the instructions to learn how to use such a bulk assessment.

Users will receive an e-mail whenever there are new assessments.

All owners of courses have access to the assessment tool as well as members of a corresponding right group and, last but not least, all tutors. Owners may assess all course participants, tutors only those they have been assigned to.

18.2.5. Statistics

This course function provides you with statistics regarding access to your OLAT course. All course owners have access to those statistics. You will receive data in the form of tables as well as in the form of charts. Table data can be downloaded as Excel files (e.g. for further processing); charts can be downloaded as png files to your computer.

Relevant for your total of course accesses are user clicks on a single course element; however, clicks on this element's content will not be counted. If a user selects the Wiki from course navigation this click will count; it will not count when clicking on a link within that Wiki.

Statistics can be created per hour, per day, per weekday, per week, sorted by organization (e.g. University of Zurich), by type of organization (e.g. university), by study level (e.g. bachelor), as well as by study field (e.g. Psychology). Furthermore you can choose a certain period of time per day and per week during which any course access should be displayed in your statistics.

18.3. Using Additional Course Features

In addition to the course editor and course tools there are other features at your disposal. A corresponding link to those course features can be found in your course on your right in the section «General information.»

Not all course features are generally active. If you cannot see a certain link to such a course feature it has to be activated first (cp. the descriptions in the following sub-chapters).

18.3.1. Course Calendar

Each course has its own course calendar to be able to administer course events. Only course owners have the write permission regarding that calendar. Course participants only have the permission to read; they cannot create new events or edit existing ones.

You can also link events to a certain course element. Just select the corresponding course element in the tab «Link» when creating or editing an event.

An example for such a link is to combine a certain deadline with the relevant course element «Task.»

When subscribing to a course calendar that calendar will be copied to the calendar list of your **personal calendar** (Page 9) ; course events will be displayed there for you.

In the course calendar there will also be events regarding learning groups if you are member of such a group. In the **group management** (Page 76) you can determine write permissions and visibility in learning group calendars.

If you do not want to use a course calendar you can deactivate it in the **detailed view** (Page 21) of your course; just click on «Modify settings» in the tab «Calendar.»

18.3.2. Course Chat

By default there is a chat room for each course, the so-called course chat. It can be used as informal platform to exchange information or as forum for experts; course authors can determine a certain time to answer questions of their course participants.

Whenever there appears a letter icon next to the course chat link there are new messages waiting in the chat room.

When entering the chat room your name will not be displayed. Only if you select the option «Show user name in chat room» your name will be on display.

If you do not want to offer a course chat you can deactivate it in the **detailed view** (Page 21) of your course by selecting «Modify settings» in the tab «Course chat.»

18.3.3. Glossary

A glossary serves to explain terms to be found in your course. Texts of a course will be searched for glossary terms; results will be marked accordingly. When moving the cursor over such a term its definition will be displayed.

If you want to use such a glossary in your course you have to create one first in learning resources. A corresponding link can be found on your right in the tool box «Create.» In the tab «Term and synonyms» you can determine the technical terms to be explained as well as these terms' synonyms. In the tab «Flexions» you can also identify flexions of a term if a «Morphologic service» is available. Course participants will not only be able to see a term's definition when moving the cursor over that term (e.g. referendum) but also when moving it over that term's flexions (e.g. referendums, referendum's). In the tab «Definition» you can finally comment on these technical terms.

After creating your glossary open the **detailed view** (Page 21) of your course and select that glossary in the tab «Glossary,» section «Modify settings.» In your course there will be a link to that glossary; course participants will be able to activate or deactivate it.

Course participants are not allowed to add or edit such glossary terms. However, you can create a corresponding **right group** (Page 16) to allow that group to use the glossary tool.

If you do not need a glossary anymore or if you want to use another one you can modify your settings in the **detailed view** (Page 21) of your course via «Modify settings» in the tab «Glossary.» Per course only one glossary is allowed.

18.3.4. Evidence of Achievement

An evidence of achievement is the confirmation of an efficiency control and can include taken tests or submitted and assessed tasks. If you want to use such evidences in your course open the **detailed view** (Page 21) of your course and select this option in the tab «Evidence of achievement,» section «Modify settings.»

The according link will only appear in your course if there is also an assessable course element. This link cannot be operated as long as course participants have not taken a test or the assessment of a task is still lacking.

If you do not want to offer evidences of achievement anymore you can deactivate this option in the **detailed view** (Page 21) of your course in the tab «Evidence of achievement,» section «Modify settings.»

Evidences already existing will then no longer be visible. As soon as you offer this option anew your participants can dispose of their evidences along with new data. If you choose to delete a course that contains evidences of achievement your users will still be able to see their own evidences.

18.4. Record of Course Activities

OLAT records course activities of participants and authors in so-called log files. By using the **data archiving** (Page 77) tool you can download those log files to your personal folder.

There are two sorts of log files. The administrator log file records personalized data of course authors. In the user log file activities of course participants will appear. User data in the user log file will be anonymized by using a sequential number generated randomly. This number persists throughout the course. Thus it is possible to observe activities of participant X in course Y but you will not be able to compare these data with course Z since your participant will get another number in course Z. How detailed data should be stored in log files can be determined in the **detailed view** (Page 21) of your course in the tab «Log files,» section «Modify settings.» Open the context-sensitive Help in that tab and follow the according link if you want to learn more about available log file entries.

To analyze course activities it is necessary to correctly set up the data recording when creating a new OLAT course. Click on «Modify settings» in the detailed view of your course before selecting the tab «Log files.» Then choose the value «Detailed (INFO + FINE)» in the section «User log file.» The preset option «Normal (INFO)» only records course visits but not visits on every single page. Modifying these settings will be effective immediately.

Options to analyze log files graphically will be further described in the section **«Statistics** (Page 78) .»

19. Using Videos and Audios

This chapter will explain how to use videos and audios in OLAT. Illustrated instructions will show you how to embed videos and audios in your course step by step. You can use the following four course elements:

- **Single page, test, self-test and questionnaire:** By means of these elements, you can add video and audio to your text. The procedure is the same for all of the elements above (exception: single page; see description of step 3).
- **External page:** By means of the course element «External page» it is possible to integrate videos or audios from other web pages into OLAT; you can therefore embed single videos or entire video platforms in your course navigation.
- **Podcast:** If you want to present several video or audio files clearly and chronologically arranged (e.g. one for each lecture) just select the course element «Podcast». It is possible to either create a podcast with your own files or embed an external one.
- **Test:** You can also use videos and audios in your tests' questions and answers. The course elements «Test» and «Single page» follow the same procedure.

It is either possible to save your video or audio files in theOLAT storage folder or on an external server (e.g. **SWITCHcast** (https://cast.switch.ch/)). You can also refer to any video or audio platform by means of an IP address. All you need is the file you want to upload and the IP address of your external server.

In case you use a SWITCHcast channel you should verify that this channel is not private.

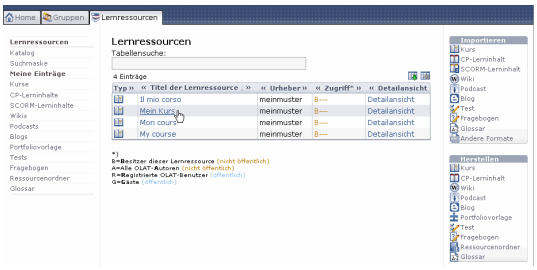
The course elements «Single page» and «Test» provide further setting options such as size, auto start, etc. to configure the presentation and playback of your video or audio files.

The following instruction explains how to use videos in OLAT step by step.

Audios follow the same procedure.

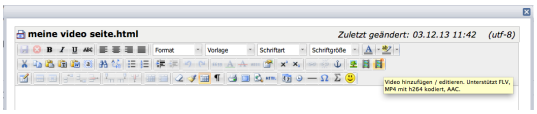
19.1. Six steps to use videos in the course element «Single page»

This instruction helps you to quickly add a single page to your course and embed a video. If you want to integrate a video in a single page already existing just open that single page in the editor and continue with **«Step 3: Embed a video in a single page»** (Page 81) .

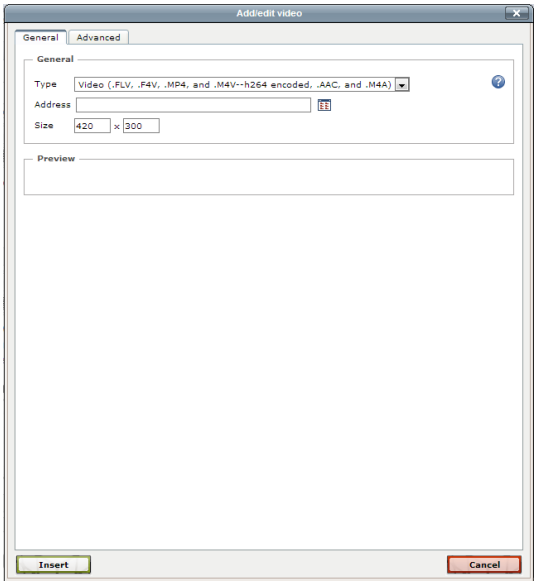
Step 1: Open the course editor and add the course element «Single page»		
1	In learning resources, search for your course in the section «My entries» before opening it.	
2	Click on «Course editor» in the tool box «Course tools» on your right.	
3	Select «Single page» in the tool box «Insert course elements» on your right.	
4	Determine the position of your course element «Single page» and save your settings.	
5	In the tab «Title and description» you should indicate a short title for your course element before saving your settings.	

Step 2: Create a single page		
1	In the tab «Page content» just click on «Select or create page».	
2	Choose an adequate name for your new «HTML page» and click on «Create».	

Step 3: Embed video in single page	
1	Select the option «Embed video» from the menu.



Step 4: Add or edit video	
1	Select the necessary format for your video in the section «Type» from the pull-down menu.
2	In case you select a streaming server (HTTP or RTMP) in the section «Type» the additional field «Streaming server» will appear. Here your should indicate your server's IP address or the address of your application script on that server.
3	Indicate your external server's IP address in the field «Address» or a file by means of the search icon next to the address field. (If there aren't any files to choose from in the storage folder you have to upload a file first).
4	Please indicate your specifications in the field «Size». Default settings are: • Video: Width = 420 px and hight = 300 px • Audio: Width = 300 px and hight = 0 px
5	Click on «Insert».



Step 5: Save single page	
1	Click on «Save and close».

Step 6: Publish and activate course	
1	Select «Publish» in the tool box «Editor tools» on your right.
2	Click on course element before clicking «Next».
3	Select «All registered OLAT users» from the pull-down menu, section «Change course access».
4	Click on «Finish».

Publizieren
1. Publizieren der Änderungen von Kursbausteinen
2. Änderung des Kurszugriffs
3. Hinweise
4. Zusammenfassung der Änderungen
Publizieren der Änderungen von Kursbausteinen
Wichtig
Beim Publizieren von gelöschten Kursbausteinen werden deren untergeordnete Kursbausteine ebenfalls gelöscht. Analog werden beim Publizieren von neuen Kursbausteinen deren untergeordnete Kursbausteine ebenfalls publiziert.
Bitte wählen Sie die Kursbausteine aus, welche Sie publizieren möchten.
Kurs Screenshots
Einzelne Seite
Alle auswählen
Auswahl löschen
< Zurück
Weiter >
Fertigstellen
Abbrechen

Your single page is now embedded.

Other formats (Flash, Quicktime, Shockwave, Windows Media, Real Media) can be embedded via multimedia.

19.2. Three steps to your video in the course element «External page»

By means of the course element «External page» you can embed a single video via IP address or even an entire video platform with integrated player (such as **SWITCHcast** (https://cast.switch.ch/vod/clips/nwdpl8pka/)) in your course navigation.

Step 1: Open course editor and insert the course element «External page»	
1	In learning resources search for your course in the section «My entries» before opening it.
2	Click on «Course editor» in the tool box «Course tools» on your right.
3	Select «External page» in the tool box «Insert course elements».
4	Determine position of your external-page element before saving your settings.
5	In the tab «Title and description» indicate a short title for your course element and save your settings.

Step 2: Create external page	
1	In the tab «Page content» indicate your IP address in the section «URL».
2	Determine how your content should be presented to users. We recommend the option «Embedded (source visible)» for video platforms with integrated player.
3	Click on «Save».

Step 3: Publish and activate course	
1	Select «Publish» in the tool box «Editor tools» on your right.
2	Click on course element before clicking «Next».
3	Select «All registered OLAT users» from the pull-down menu, section «Change course access».
4	Click on «Finish».

Publizieren
1. Publizieren der Änderungen von Kursbausteinen
2. Änderung des Kurszugriffs
3. Hinweise
4. Zusammenfassung der Änderungen
Publizieren der Änderungen von Kursbausteinen
Wichtig
Beim Publizieren von gelöschten Kursbausteinen werden deren untergeordnete Kursbausteine ebenfalls gelöscht. Analog werden beim Publizieren von neuen Kursbausteinen deren untergeordnete Kursbausteine ebenfalls publiziert.
Bitte wählen Sie die Kursbausteine aus, welche Sie publizieren möchten.
Kurs Screenshots
Externe Seite
Alle auswählen
Auswahl löschen
< Zurück
Weiter >
Fertigstellen
Abbrechen

Your external page is now embedded.

In case you use a SWITCHcast channel (such as **SWITCHcast Channel OLAT Help Demo** (https://cast.switch.ch/vod/channels/1h4puj34qi)), you should verfiy that this channel is not private. You can adapt this via «Change permissions» in your SWITCHcast channel. We recommend to use the link «All clips in this channel» to be found in the clip view on your right, section «Share». This link should be similar to the one mentioned in the example above.

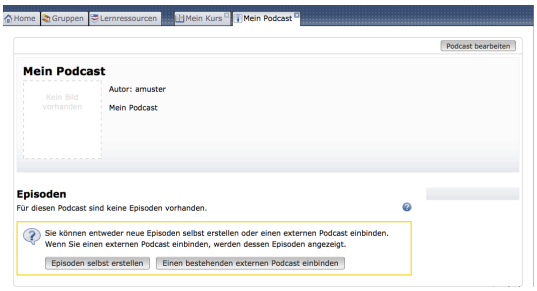
19.3. Four steps to your video in the course element «Podcast»

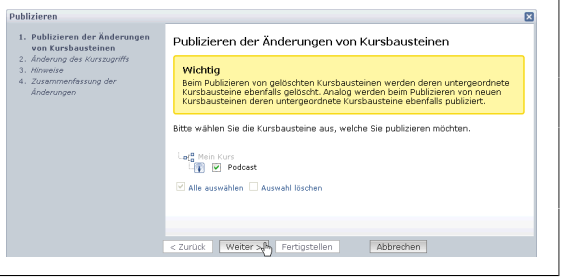
In the chapter **«Creating a podcast»** (Page 56) you will learn how to create the course element «Podcast» before embedding it in your course. You will also know how to use episodes with locally stored videos and how to embed videos that are stored on an external server.

Step 1: Open course editor and embed podcast course element	
1	In learning resources search for your course, section «My entries» before opening it.
2	Click on «Course editor» in the tool box «Course tools» on your right.
3	Select «Podcast» in the tool box «Insert course elements».
4	Select position of your podcast element and save your settings.
5	In the tab «Title and description» indicate a short title for your course element and save your settings.

Step 2: Create podcast	
1	In the tab «Podcast learning content» click on «Select, create or import podcast».
2	Click on «Create».
3	Indicate title and description of your podcast. This information can be found in your podcast's header. Save your settings.
4	Click on «Next».

Step 3: Embed an external podcast	
1	Click on «Edit».
2	If you want to add a picture to your podcast header click on «Edit podcast» before uploading it.
3	Cllick on «Embed an external podcast already existing».
4	Indicate title, description and «Feed URL» before clicking on «Publish». (The necessary IP address is often referred to as podcast/RSSfeed and generally ends with «.xml»)



Step 4: Publish and activate course		
1	Select «Publish» from the tool box «Editor tools» on your right.	
2	Click on course element before clicking on «Next».	
3	Select «All registered OLAT users» from the pull-down menu, section «Change course access».	
4	Click on «Finish».	

Publizieren
1. Publizieren der Änderungen von Kursbausteinen
2. Änderung des Kurszugriffs
3. Hinweise
4. Zusammenfassung der Änderungen
Publizieren der Änderungen von Kursbausteinen
Wichtig
Beim Publizieren von gelöschten Kursbausteinen werden deren untergeordnete Kursbausteine ebenfalls gelöscht. Analog werden beim Publizieren von neuen Kursbausteinen deren untergeordnete Kursbausteine ebenfalls publiziert.
Bitte wählen Sie die Kursbausteine aus, welche Sie publizieren möchten.
Mein Kurs
Podcast
Alle auswählen
Auswahl löschen
< Zurück
Weiter >
Fertigstellen
Abbrechen

Your podcast is now embedded and course participants will be able to download the first episode or start a video in their browser.

In case you use a SWITCHcast channel (such as **SWITCHcast Channel OLAT Help Demo** (https://cast.switch.ch/vod/channels/1h4puj34qi)), please verify that this channel is not private. You can adapt this in your SWITCHcast channel via «Change permissions». We recommend to use the link «iPod format RSS Feed» to be found in the channel view, section «Subscribe» on your right. It should be similar to the following: itpc://cast.switch.ch/vod/channels/1h4puj34qi/ipod.rss

19.4. Note regarding formats

Please keep in mind that the file format of audios and videos is key to playback on end devices. Flash videos cannot be started on Android or Apple iOS since these operating systems don't support Flash. When using a certain streaming server it can occur that not all users are able to start your files. Streaming servers require a certain player; however, this player is not always compatible with each and every operating system.

In OLAT, the following video and audio formats are at your disposal:

- **FLV and F4V:** When transmitting videos (the so-called streaming) one often uses Flash videos («.FLV» and «.F4V»). This format has been developed by Adobe Systems. In order to playback video content you need a plug-in such as the Adobe Flash Player (proprietary but available for free). As of version 6 videos can be loaded via the RTMP Streaming Server and as of version 7 via HTTP. The Flash Video Container supports the video codecs Sorenson (an alternative to MPEG-4 ASP H.263 Codec), VP6 (by On2), and MPEG-4 (H.264 standard).
- **MP4 and M4V:** The multimedia file format MP4 can be used with various programs (Apple Quicktime, Windows Media Player, VLC, etc.) and other browser plug-ins. The MP4 Container can include either videos (codecs: MPEG-4 Part 2, MPEG-4 Part 10 (AVC/H.264), MPEG-2 Video, and MPEG-1 Video) or audios (codecs: MPEG-4 Part 3, AAC, MP3, MP2, and MP1) as well as sub-titles and graphics. To make things easy «.m4v» and «.mp4v» are meant only for videos (MPEG-4 video streams), whereas «.m4a» is meant for audios (MPEG-4 Part 3, AAC, or for the codec Apple Lossless) exclusively.
- **MP3:** MP3 comprises the audio formats «MPEG-1 Audio Layer III» and «MPEG-2 Audio Layer III». Audio files are stored digitally compressed; however, only those parts will be lost that people aren't able to hear anyway. The necessary amount of data can be reduced severely. This is why this format is now the established standard for storage and transmission on different end devices as well as the Internet. Depending on the end device or operating system all you need is a plug-in or playback program for your content as well as the MP3 codec (proprietary but available for free).

Other multimedia formats are additionally at your disposal. You can embed these (cf. **«Step 3: Embed video in single page»** (Page 81) , chapter **«Six steps to use videos in the course element «Single page»** (Page 80)) by selecting the option «Embed/edit multimedia».

- **Flash:** Flash is a program by Adobe Systems to develop and present multimedia or interactive content. It is designed to show and animate graphics or video clips. It is also possible to process user input by means of the format «SWF» (Shockwave Flash). All you need is a plug-in such as the Adobe Flash Player (proprietary but available for free) to playback your content. Further details can be found in the section «FLV and F4V».
- **Quicktime:** Quicktime is developed by Apple and represents a multimedia platform offering applications, file formats, and programming environment. It differentiates between videos and multimedia. The multimedia format («.mov» or «.qt») can contain audio, video, effects, as well as text. In order to playback your content you have to first install the Apple Quicktime Player or any other adequate plug-in. Further details can be found in the section «MP4 and M4V».
- **Shockwave:** Shockwave is another file format by Adobe Systems and not to be mistaken for the format Flash «SWF». «.dcr» files can contain audio as well as pictures. In order to playback your content you need a plug-in (only available for Windows and Mac OS; Mac OS only fully supports Shockwave as of version 11).
- **Windows Media:** This platform developed for Microsoft Windows offers various applications and formats. The multimedia format («.asf», «.wma», «.wmv» or «.wm») can contain audio and video. In order to playback your content you have to install the Windows Media Player or any other adequate plug-in first.
- **Real Media:** RealMedia is the general term for file formats by the company RealNetworks. It distinguishes between RealAudio («.ra»), RealVideo («.rv», «.rm», and «.rmvb») as well as meta-file formats («.ram» and «.rpm»). In order to playback your content you have to install the RealPlayer or any other adequate plug-in first.

20. Supported Technologies

This chapter contains several instructions regarding technologies that can be useful when working with OLAT. The following is meant for OLAT authors who frequently use this software.

First you will find further information here on eLML, a means to create e-learning content. Secondly you will get instructions regarding the use of WebDAV to make file transfer easier from your local computer to OLAT folders. In addition you will learn more about using external chat clients.

20.1. Using eLML to Create E-Learning Content

eLML (eLesson Markup Language) is a markup language based on XML to create structured e-learning content. It is open-source and often used for large-scale e-learning projects in case you want to provide lessons in different output formats and in various LMS.

There are two essential reasons to use eLML when creating learning content: unity as well as flexible output options. Lessons created in eLML are built uniformly since they follow structures consistent with educational guidelines. However, these structures are flexible enough to allow for various learning scenarios.

In eLML data will strictly be separated from their representation which means that content is independent of its layout. Thus modifications of contents are made only in one place. If a lesson is available in eLML format it will be possible to transform it at the push of a button into different output formats such as (X)HTML for Web, SCORM or IMS-Content-Packaging for LMS, PDF, Corporate Identities, etc.

For further information please go to the **eLML web page** (http://www.elml.org) .

20.2. Using WebDAV

WebDAV means «Web-based Distributed Authoring and Versioning;» it is an open standard to transfer files online. OLAT supports this protocol and thus helps you to easily transfer files from your computer to OLAT folders.

20.2.1. Advantages of WebDAV

Without WebDAV it is only possible to upload files in OLAT by means of ordinary upload forms. You can either select each single file separately or several zipped files at once. With WebDAV you can use «Drag&Drop» on your computer to copy single files as well as entire directories into OLAT folders.

20.2.2. WebDAV Compatible OLAT Folders

Via WebDAV you can access the following OLAT folders:

- Personal folder
- Folders of project groups, learning groups, and right groups
- Storage folders of courses (course owners only)
- Resource folders (resource folder owners only)

20.2.3. Requirements

In order to get access to a folder in OLAT via WebDAV you will need:

- WebDAV link: WebDAV address of OLAT server (as indicated below any WebDAV compatible folder),
- Your OLAT user name,
- Your OLAT/WebDAV password.

You can set your WebDav password on your homepage, section «Settings.» Just select the link «Settings» before clicking on the button «Set password» in the tab «WebDav.» If you already have an OLAT password you can use this one to access WebDav.

20.2.4. WebDAV Connection Setup

Windows XP, Windows Vista, Windows 7, Windows 8, and Mac

Since folder names containing umlauts will neither be indicated nor edited in the Finder or the Windows Explorer we recommend using Cyberduck with operating systems such as Windows (XP, Vista, 7, 8) and Mac. Cyberduck is an open-source software supporting connections via WebDAV and therefore enabling file uploads as well as downloads by means of the «Drag&Drop» option.

Cyberduck Setup		
1	First install the WebDAV client Cyberduck (http://cyberduck.ch/).	
2	Then open Cyberduck.	
3	Click on the button «New connection.»	
4	Then select «WebDAV (http/SSL)» from your list.	
5	Indicate the server «www.olat.uzh.ch.»	
6	Then provide your OLAT user name and the appropriate password (Note: the check box «Anonymous login» must not be selected).	
7	Indicate the path «olat/webdav» in the section «Extended options.»	
8	Finally click on «Connect.»	
9	After logging on successfully to OLAT via WebDAV you will see four OLAT folders. Information on the folders' structure can be found in **chapter 19.1.5** (Page 87) .	

Linux
Linux users should use the Dolphin File Manager (Kubuntu KDE Desktop) or the Nautilus File Manager (Ubuntu Gnome Desktop):

1. Server: www.olat.uzh.ch
2. Folder: /olat/webdav
3. OLAT user name
4. WebDAV password

20.2.5. Folder Structure

If you have successfully set up the connection a directory will be opened on your computer containing the following sub-directories:

- coursefolders: storage folder with all the courses you own. This will concern most and for all users holding author rights. All other users will only see an empty directory.
- groupfolders: project groups, learning groups, and right groups you are enrolled in and have access to their corresponding folders.
- home: both of your personal folders (along with the sub-folders «private» and «public»).
- sharedfolders: all the resource folders you own. This will concern most and for all users holding author rights. All other users will only see an empty directory.

20.3. Using External Chat Clients

Instead of OLAT's chatoption you can use other chat clients as well. Here you will learn more about using the Pidgin Chat Client but you can also user other chat software supporting the BOSH technique.

20.3.1. Advantages of External Chat Clients

Using external chat clients in contrast to the OLAT chat means

- recording chat protocols,
- chatting without OLAT login,
- chatting even if the OLAT chat is deactivated and
- knowing when your chat partner types a reply.

20.3.2. Requirements

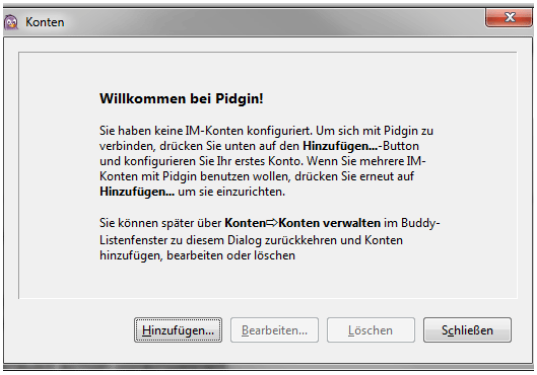
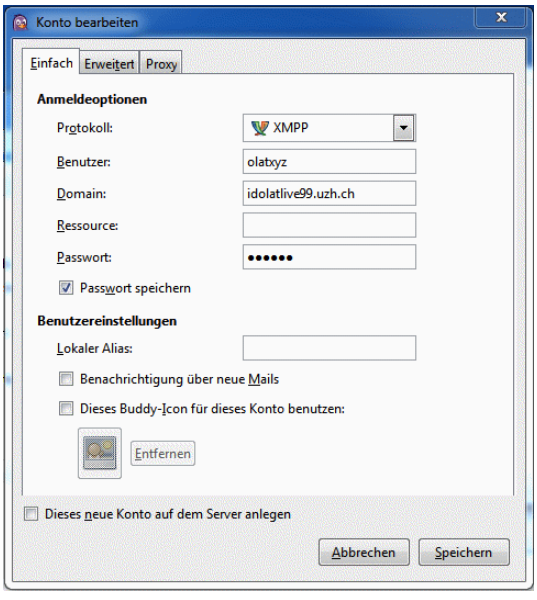
For Windows and Linux we recommend using the Pidgin Chat Client for free. Mac OS X users should use the Adium Chat Client. Pidgin and Adium can be downloaded via the **Pidgin website** (http://www.pidgin.im) . Install this software on your computer.

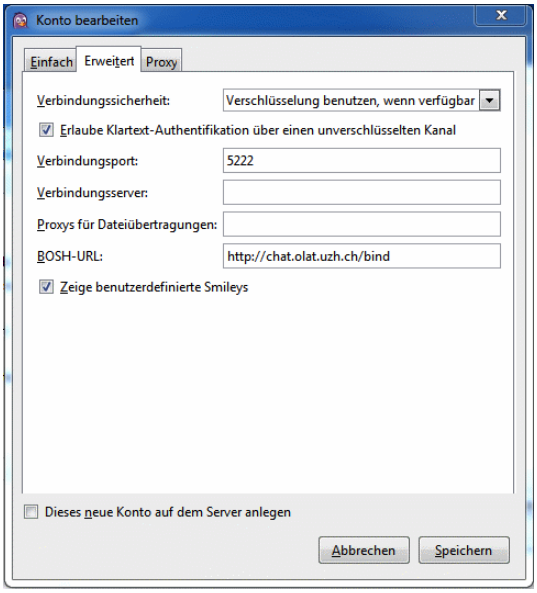
Additional requirements:

- Your OLAT user name and
- Your Instant-Messaging password.

You can find your Instant-Messaging password on your homepage, section «Settings,» in the tab «Instant Messaging.»

20.3.3. Setup of the External Chat Clients Pidgin

1	Start Pidgin before clicking on the button «Add» at the bottom on your left.	
2	Then select the protocol «XMPP» in the tab «Basic»	
3	Indicate your «OLAT user name» in the field «Username»	
4	Then enter «idolatlive99.uzh.ch» in the field «Domain»	
5	Provide your Instant-Messaging password in the field «Password»	

6	Click on the tab «Advanced» before selecting the following settings:	
7	Connection security: «Use encryption if available»	
8	Check the option «Allow plaintext auth over unencrypted streams»	
9	Connect port: «5222»	
10	BOSH-URL: http://chat.olat.uzh.ch/bind.	
11	Check the option «Show custom smileys»	
12	Finally click «Add».	
13	Now you can see other members of your project groups in the Buddy list. Double-click on your chat partner's name to write a message.	

20.3.4. Setup of External Chat Client Adium

1	Install Adium before selecting «XMPP» in the drop-down box «Service» of your setup assistant	
2	Indicate your jabber ID (OLATUSERNAME@idolatlive99.uzh.ch) in the corresponding field	
3	Enter your Instant-Messaging password in the corresponding field and click on «Continue» before clicking on «Finish»	
4	Select «Preferences…» from the menu «Adium»	
5	Then click on the button «Edit» at the bottom on your right to finish your account's setting.	

6	Click on «Options» before entering «http://chat.olat.uzh.ch/bind» in the field «BOSH server.» Then provide «5222» in the field «Port» before clicking on «OK»	

20.3.5. Recording and Viewing of Chat Protocols

Before recording chat protocols (system logs) please make sure to select «Log all status changes to system log» in the section «Tools/Settings/Log» (Pidgin).

In order to see chat protocols just right-click on your chat partner's name before clicking on «Show log.» When using Adium you will find your chat protocols in the menu «Contact,» section «Show scripts.»

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